



CYNTHIA D. BANKS  
Chief Deputy Director

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COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY

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3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE B. BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

## **CSS Board Deputies' Informational Meeting**

**Wednesday, March 9, 2005**

**10:00 A.M. to Noon**

**Kenneth Hahn Hall of Administration**

**500 W. Temple Street, Los Angeles, CA. 90012**

**Conference Room 726B**

### **A G E N D A**

Revised 03/08/05

**INTRODUCTION:** Cynthia Banks, Chief Deputy Director

#### **Board Letters:**

1. WIA Title 1 Adult and Dislocated Worker FY 2005-06 Funding Recommendations **(05/10/05 Board Agenda)**
2. WIA Title 1 Youth FY 2005-06 Funding Recommendations **(05/10/05 Board Agenda)**
3. WIA FY 2004-05 Youth and Dislocated Worker Carryover Funding Recommendations **(04/05/05 Board Agenda)**
4. WIA Rapid Response Regional Workforce Group (RWG) FY 2004-05 Funding Recommendations **(04/05/05 Board Agenda)**
5. WIA Rapid Response RWG FY 2005-06 Funding Recommendations **(05/10/05 Board Agenda)**
6. Independent Living Skills Enhancement Program FY 2005-06 Funding Recommendations **(05/10/05 Board Agenda)**

7. Older Americans Act One-Time-Only (FY 2004-05) Funding Recommendations **(04/12/05 Board Agenda)**
8. Adult Protective Services (APS) Emergency Shelter Funding Recommendations **(04/19/05 Board Agenda)**
9. Integrated Care Management contract extension- Program Re-design **(04/12/05 Board Agenda)**

### **Topics for Discussion:**

- WIA Budget (FY 2004-05 Carryover and FY 2005-06 Program Funds)
- CalWORKs Youth Jobs Upcoming Board Letter
- Centralized Contracts Division – Contracting Policy
- Older Americans Act of 1965 as Amended Reauthorization
- Forensic Center Update
- WIA Reauthorization

### **Public Comment – 3 Minute Limit Per Item**

### **Other Matters**

- Mediation Week – *March 21 thru 25*
- Older Americans Recognition Day – Call for Honorees

### **Adjournment**

Persons with disabilities may request accommodation services by calling TTY (213) 427-6169 or (213) 738-2065 one week in advance of the meeting. For translation services call (213) 738-4004. *Para servicios de traduccion, hable al numero (213) 738-4004.* The facility is wheelchair accessible. Next meeting is April 13, 2005, Room 726A Kenneth Hahn Hall of Administration. For Information concerning this meeting call Patricia S. Holt at (213) 738-2065.

## **BOARD LETTERS**

# Board Letter Summary Sheet for CSS Board Deputies

1

Name of Board Letter	Acceptance and Allocation of PY2005-06 WIA Adult and Dislocated Worker Funds
<b>Tentative Dates:</b> 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	1) March 29, 2005 2) April 26, 2005 3) May 10, 2005
Branch / Author, Title	Workforce Development Branch / Lorena Bautista, CSA II
Summary of Board Letter	<p>1. Authorize the Director of Community and Senior Services (CSS) or designee, to accept up to \$20,235,703 in FY 2005-2006 Workforce Investment Act (WIA) Adult and Dislocated Worker grant funds from the State Employment Development Department (EDD) and to execute all required documents with EDD, after County Counsel approval as to form, for the provision of WIA job related employment, placement, and training services to the residents of Los Angeles County.</p> <p>2. Authorize the Director of CSS, or designee, to accept funding augmentations or reductions from EDD, up to 25% of the original allocation, provided that the Director of CSS notifies the Board of Supervisors and the Chief Administrative Office (CAO) in writing within ten working days of acceptance of funds.</p> <p>3. Authorize the Director of CSS, or designee, to negotiate and execute contracts in substantially similar form as Attachment A and, with the 19 agencies listed in Attachments B and C, in the amounts indicated, for the provision of WIA employment and training programs, after County Counsel approval as to form, effective July 1, 2005 through June 30, 2006. The contract costs are fully financed using WIA Adult and Dislocated Worker funding.</p> <p>4. Authorize the Director of CSS, or designee, to execute WIA Subgrant Agreements, in substantially similar form to Attachment D, with the five Regional Workforce Groups (RWG) listed in Attachments B &amp; C and for the amounts set forth in Attachments B &amp; C. These RWGs have entered into a WIA Regional Workforce Group Agreement with the County for the provision of WIA services.</p> <p>5. Authorize the Director of CSS, or designee, to execute contract/Subgrant amendments in substantially similar form to Attachments F and F to increase or decrease</p>

	<p>the contract amounts based on contractor performance and availability of funding or time extension provided that: (a) the amount of change does not exceed 25% of the original contract/ Subgrant amount; (b) approval of County Counsel and the CAO is obtained prior to any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors and the CAO within 30 days after execution, that such amendments have been executed. This action would assure full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.</p>
Dollar Amount	\$ up to 20,235,703
Source of Funding	Department of Labor Workforce Investment Act (WIA)
Strategic Plan Goal	Goal #1 Service Excellence
Performance Measures	<p>Performance evaluations are based on the measures established in the WIA and are aligned with the County's Performance Counts! Initiative</p> <p>The two performance outcomes to be tracked are unsubsidized placement into employment and job retention.</p>
Additional Issues	

June 15, 2005

**DRAFT**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ACCEPTANCE AND ALLOCATION OF FISCAL YEAR (FY) 2005-06 WORKFORCE  
INVESTMENT ACT (WIA) ADULT AND DISLOCATED WORKER FUNDS  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Community and Senior Services (CSS) or designee, to accept up to \$20,235,703 in FY 2005-2006 Workforce Investment Act (WIA) Adult and Dislocated Worker grant funds from the State Employment Development Department (EDD) and to execute all required documents with EDD, after County Counsel approval as to form, for the provision of WIA job related employment, placement, and training services to the residents of Los Angeles County.
2. Authorize the Director of CSS, or designee, to accept funding augmentations or reductions from EDD, up to 25% of the original allocation, provided that the Director of CSS notifies the Board of Supervisors and the Chief Administrative Office (CAO) in writing within ten working days of acceptance of funds.
3. Authorize the Director of CSS, or designee, to negotiate and execute contracts in substantially similar form as Attachment A, with the 19 agencies listed in Attachments B and C, in the amounts indicated, for the provision of WIA employment and training programs, after County Counsel approval as to form, effective July 1, 2005 through June 30, 2006. The contract costs are fully financed using WIA Adult and Dislocated Worker funding.

4. Authorize the Director of CSS, or designee, to execute WIA Subgrant Agreements, in substantially similar form to Attachment D, with the five Regional Workforce Groups (RWGs listed in Attachments B & C and for the amounts set forth in Attachments B & C. These RWGs have entered into a WIA Regional Workforce Group Agreement with the County for the provision of WIA services.
5. Authorize the Director of CSS, or designee, to execute contract/Subgrant amendments, in substantially similar form to Attachments E and F, to increase or decrease the contract amounts based on contractor performance and availability of funding and/or time extension provided that: (a) the amount of change does not exceed 25% of the original contract/ Subgrant amount; (b) approval of County Counsel and the CAO is obtained prior to any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors and the CAO within 30 days after execution, that such amendments have been executed. This action would assure full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The County of Los Angeles has been designated by the State as a Workforce Investment Area for the purpose of administering WIA. The administration of this program meets the County's responsibility to the State to ensure that workforce investment programs/services are provided in the Los Angeles County Workforce Investment Area.

CSS has charged these WIA program costs to the administrative cost category. However, with the overall funding reductions the department has experienced in the WIA programs, Welfare-to-Work programs, and other programs, CSS, with WIB approval, will cover these costs in the program cost category allowable by the WIA regulations.

#### **Implementation of Strategic Plan Goals**

The recommended actions support the County-wide Strategic Plan Goal 1: Service Excellence.

#### **Performance Measures**

Performance evaluations are based on the measures established in the WIA and are aligned with the County's Performance Counts! Initiative.

The two performance outcomes to be tracked are unsubsidized placement into employment and job retention.

### **FISCAL IMPACT/FINANCING**

The total funding for the WIA Adult and Dislocated Worker Programs for FY 2005-2006 is \$20,235,703. In addition to the 2005-06 \$186,240 set-aside, we are estimating approximately \$166,666 in FY 2004-2005 Job Development and Business Outreach carryover funds for a total of \$352,906.

<b>FUNDING</b>	<b>ADULT</b>	<b>DISLOCATED WORKER</b>	<b>TOTAL</b>
One-Stop Centers/WIA Service Providers	7,681,842	7,949,127	15,630,969
LA Urban League South Central (Avalon) Facilities	262,330	262,330	524,660
Special Needs RFP - held in abeyance	600,000		600,000
Special Needs Transition and Appeals - held in abeyance	200,000		200,000
API Mini-Career Center	84,963	90,037	175,000
Technology (Website/Call Center)	59,398	57,246	116,644
IT Maintenance	61,878	58,252	120,130
South Bay I-Train Certification	37,500	37,500	75,000
Job Development and Business Outreach	95,940	90,300	186,240
A-C Monitoring	44,548	42,935	87,483
CSS Monitoring and MIS	252,578	243,429	496,007
CSS Administration	1,042,331	981,239	2,023,570
<b>Grand Total</b>	<b>10,423,308</b>	<b>9,812,395</b>	<b>20,235,703</b>



There is no impact on the County general fund and funding has been included in the Department's FY 2005-2006 Proposed Budget.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

### **One-Stop Centers/WIA Service Providers**

Contracted One-Stop Centers are the communities' key entry to WIA services. These Centers provide mandated services including Core, Intensive and Training services. Core services are available to a universal population, that include, but are not limited to, comprehensive counseling, assisted job search, program eligibility determination, and referral information. Provision of Intensive services include comprehensive and specialized assessment of skill levels and service needs, diagnostic testing, in-depth interviewing and evaluation to identify employment barriers, development of an individual employment plan, group counseling, individual counseling and career planning, case management and short-term prevocational services. Training services are available for low income or dislocated workers who qualify under WIA for training and have not attained employment through Core or Intensive services. One-Stop Center funding is based on availability of funding and a formula of need in the service communities. The continuation of the One-Stop Centers' delivery concept ensures that the County Workforce Investment Area meets the requirements of WIA.

### **RWGs**

The RWGs include a municipality and joint powers authorities established by various cities within Los Angeles County. These RWGs operate One-Stop Centers, which were grandfathered into the Workforce Investment Area by the Workforce Investment Board (WIB), in accordance with the WIA, which allows the local board (WIB), chief elected official (Board of Supervisors) and the Governor to approve the continuance of one-stop operators in a One-Stop Delivery system established prior to the enactment of WIA. The Board is concurrently considering nonfinancial agreements with the RWGs, the WIB, and the County. The RWG Agreement provides that an annual subgrant (outlining relevant terms and conditions) of WIA funds be awarded to each RWG entering into the agreement.

### **LA Urban League South Central (Avalon) Facilities**

A total of \$524,660 in WIA Adult and Dislocated Worker funds will be used for the purpose of covering facilities (lease) costs for the operation of the One-Stop Center, located at 12700 S. Avalon Blvd. in Los Angeles. The One-Stop Center operates in a

The Honorable Board of Supervisors  
June 15, 2005  
Page 5 of 8

facility leased by the County of Los Angeles under a ten-year lease agreement. The Los Angeles Urban League operates this One-Stop Center.

#### Special Needs RFP

A total of \$600,000 in WIA Adult funds is being held in abeyance for the Special Needs Request For Proposal (RFP), pending award, to Special Need Providers for the provision of workforce investment services to special need populations which include ex-offenders, homeless, and individuals with language barriers. The proposed contract recommended for award through this RFP is forthcoming and will be presented to your Board for consideration at the close of the solicitation process. An additional \$200,000 has been set aside to ensure the continued delivery of services while the newly awarded contractors transition into operating the Special Needs Program in the One Stop Centers. Utilizing 2004-05 Board Letter authority, the contracts for the current Special Need Providers will be extended for up to a three month period of time including an increase of contract amount utilizing 2005-06 WIA funds.

#### Asian Pacific Mini Career Center

A total of \$175,000 in WIA Adult and Dislocated Worker funds has been set-aside for the Asian-Pacific Islander Mini-Career Center, pending the completion of a competitive RFP process. The proposed contract recommended for award through this process will be forwarded to your Board for approval at a later date.

The WIB approved the funding recommendations and set-asides specified in Attachments B and C at its February 10, 2005 meeting.

#### Technology (Website/Call Center)

A total of \$116,644 in WIA Adult and Dislocated Worker funds will be used to cover the costs of the maintenance of the WorkSource California website for the WIA programs information to business services and job seekers, and for the staffing costs of the call center used by job seekers as a referral to the WorkSource Centers for direct job-related services.

#### IT Maintenance

A total of \$120,130 in WIA Adult and Dislocated Worker funds will be used for IT system maintenance.

#### South Bay I-Train Certification

A total of \$ 75,000 in WIA Adult and Dislocated Worker funds will be used to cover the costs associated with the contract between the City of Hawthorne, on behalf of the South Bay Workforce Investment Board, and the County to procure qualified vendors for individual referrals to classroom training in support of the State-required Eligible Training Provider List (ETPL) through the Regional Training Vendor Directory (RTVD), the Public Training Vendor Directory (PTVD), and the Community-based Organization Training Vendor Directory (CTVD). The City of Hawthorne, on behalf of the South Bay WIB, executed a contract with the County, which expires June 30, 2006, to procure qualified vendors for individual referrals to classroom training in support of the State-required ETPL.

#### Job Development and Business Outreach

A total of \$352,906 in WIA Adult and Dislocated Worker funds will be used for the Workforce Investment Board (WIB) set aside for funding priorities to provided Job Development and Business Outreach to businesses and potential employers for the WorkSource Centers system wide. Of this total, \$166,666 is estimated in FY 04-05 carryover funds for Job Development and Business Outreach. A RFP will be developed for this funding and will be presented to your Board for approval at a later date.

#### A-C Monitoring

A total of \$87,483 in WIA Adult and Dislocated Worker funds will be used for the FY 05-06 program monitoring costs of the CSS WIA programs by the Auditor Controller for the pilot program as approved by the Board of Supervisors.

#### CSS Monitoring and MIS

A total of \$496,007 in WIA Adult and Dislocated Worker funds will be used to cover staff costs to conduct monitoring findings resolutions to the WIA contractor monitoring reviews performed in FY 2004-05 under the Auditor-Controller Master Agreement. This total includes funds to be used to cover costs incurred by MIS staff for the compilation of client data for the WIB relative to the analysis of contractor reporting and performance. This data includes individual activities a client is involved in such as job training and

The Honorable Board of Supervisors

June 15, 2005

Page 7 of 8

classroom remediation as well as client demographic information and client outcome tracking.

### **CONTRACTING PROCESS**

The WIB grandfathered all existing One-Stop Centers into the Workforce Investment Area in accordance with the WIA, which allows the local board (WIB), chief elected official (Board of Supervisors) and the Governor to approve the continuance of one-stop operators in a One-Stop Delivery system established prior to the enactment of the WIA; with the exception of the ACS/East Los Angeles WorkSource Center and the Los Angeles Urban League-South Central WorkSource Center that were subject to a Request for Proposal process, which was submitted as part of the local Five Year Plan (as required by the WIA) and approved by the Workforce Investment Board, Board of Supervisors and the Governor of the State of California.

In accordance with the County Charter, non-financial agreements between the County and RWGs for administration of the WIA program in Los Angeles County were authorized by the Board of Supervisors in June 2004, on a non-competitive basis. Those agreements were executed in order to continue the long-standing relationship between the RWG and County with respect to administering federal workforce development programs. Only those RWGs which have entered into such a non-financial agreement with the County will be authorized to be awarded a subgrant of WIA Adult and Dislocated Worker funds allocated by this Board letter.

Attachment G provides information about each contractor's status with regard to minority and women-owned business enterprises.

The CAO has reviewed and concurs with the recommended actions. County Counsel has reviewed and approved the attached agreements as to form.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended actions will allow for the continued provision of workforce investment services to jobseekers with employers within Los Angeles County.

The Honorable Board of Supervisors  
June 15, 2005  
Page 8 of 8

Respectfully submitted,

CYNTHIA D. BANKS  
Chief Deputy Director

Attachments (5)

c: David E. Janssen  
Raymond G. Fortner, Jr.  
Violet Varona-Lukens  
J. Tyler McCauley

JM:MM:lb

## WIA Adult Program FY2005-2006 Recommended Allocations

## ATTACHMENT B

Final Allocation 10,423,308

Projected Carryover for Job Development and Business Outreach 83,333

Total Available 10,506,641

	Sup District 1	Sup District 2	Sup District 3	Sup District 4	Sup District 5	Totals
<b>RWG WORKSOURCE CENTERS (Subgrantees)</b>						<b>FY05-06</b>
City of Compton - Compton Careerlink	-	409,413	-	-	-	409,413
H.S. Consortium of the East San Gabriel Valley dba LA Works	538,457	-	-	201,280	418,845	1,158,582
Hub Cities Consortium	857,837	269,185	-	-	-	1,127,022
Southeast Area Social Services Funding Authority (SASSFA)	261,508	-	-	258,779	-	520,287
West San Gabriel Valley Consortium dba Career Partners - Rosemead	645,071	-	-	-	351,002	996,073
<b>WORKSOURCE CENTERS</b>						
Affiliated Computer Services Inc. (ACS) - ELA	545,012	-	-	152,113	-	697,125
Antelope Valley Workforce Development Consortium	-	-	-	-	338,312	338,312
Chicana Service Action Center	232,784	-	-	-	-	232,784
Goodwill Industries	408,588	-	-	-	23,689	432,277
Jewish Vocational Services (satellite)	-	-	124,784	-	-	124,784
Los Angeles Community College District - LA Mission College	-	-	102,403	-	-	102,403
Los Angeles Urban League - Pomona	274,908	-	-	-	-	274,908
Los Angeles Urban League - South Central	-	578,395	-	-	-	578,395
SASSFA-Paramount				186,527		186,527
<b>CITY/COUNTY FUNDED WORKSOURCE CENTERS</b>						
Career Planning Center Inc. - WLA	-		226,252	19,141	-	245,393
El Proyecto Del Barrio	-	-	82,475	-	-	82,475
<b>OTHER WORKFORCE INVESTMENT BOARDS</b>						
Carson, Lomita, Torrance Workforce Investment Network	-	18,826	-	1,972	-	20,798
City of Pasadena - Foothill Workforce Investment Board	-	-	-	-	78,502	78,502
City of Hawthorne for South Bay Workforce Investment Board		70,129		5,653		75,782
<b>SERVICE PROVIDERS TOTAL</b>	<b>3,764,165</b>	<b>1,345,948</b>	<b>535,914</b>	<b>825,464</b>	<b>1,210,350</b>	<b>7,681,842</b>
Avalon Facilities Costs		262,330				262,330
Special Needs RFP						600,000
Special Needs Transition and Appeals						200,000
API Mini-Career Center					84,963	84,963
<b>SUB-TOTAL</b>		<b>262,330</b>			<b>84,963</b>	<b>1,147,293</b>
Technology (Website/Call Center						59,398
IT Maintenance						61,878

**WIA Adult Program FY2005-2006 Recommended Allocations**

**ATTACHMENT B**

South Bay I-Train Certification	37,500
Job Development and Business Outreach	95,940
A-C Monitoring	44,548
CSS Monitoring and MIS	252,578
CSS Administration	1,042,331
<b>SUB-TOTAL</b>	<b>1,594,173</b>
<b>GRAND TOTAL</b>	<b>10,423,308</b>

## WIA Dislocated Program FY2005-2006 Recommended Allocations

## ATTACHMENT C

Projected Carryover for Job Development and Business Outreach Allocations						Final Allocation
Total Available						83,333
Total Available						9,895,728
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# IMPACT BY SUPERVISORIAL DISTRICT ADULT PROGRAM

Agency	Supervisorial District Projected Amounts					Total Amounts
	1	2	3	4	5	
City of Compton-Compton CareerLink	\$0	\$409,413	\$0	\$0	\$0	\$409,413
H.S. Consortium of the East San Gabriel Valley	\$538,457	\$0	\$0	\$201,280	\$418,845	\$1,158,582
Hub Cities Consortium	\$857,837	\$269,185	\$0	\$0	\$0	\$1,127,022
SASSFA	\$261,508	\$0	\$0	\$258,779	\$0	\$520,287
West San Gabriel Valley Consortium	\$645,071	\$0	\$0	\$0	\$351,002	\$996,073
Affiliated Computer Services (ACS)	\$545,012	\$0	\$0	\$152,113	\$0	\$697,125
Antelope Valley Consortium	\$0	\$0	\$0	\$0	\$338,312	\$338,312
Career Planning Center, Inc.	\$0	\$0	\$226,252	\$19,141	\$0	\$245,393
Chicana Service Action Center	\$232,784	\$0	\$0	\$0	\$0	\$232,784
EI Proyecto Del Barrio	\$0	\$0	\$0	\$82,475	\$0	\$82,475
Goodwill Industries	\$408,588	\$0	\$0	\$0	\$23,689	\$432,277
Jewish Vocational Services	\$0	\$0	\$124,784	\$0	\$0	\$124,784
Los Angeles Community College-LA Mission Colle	\$0	\$0	\$102,403	\$0	\$0	\$102,403
Los Angeles Urban League-Pomona	\$274,908	\$0	\$0	\$0	\$0	\$274,908
Los Angeles Urban League-South Central		\$578,395				\$578,395
SASSFA-Paramount				\$186,527		\$186,527
Carson, Lomita, Torrance WIN		\$18,826		\$1,972		\$20,798
City of Pasadena-Foothill WIB					\$78,502	\$78,502
City of Hawthorne-South Bay WIB	\$0	\$70,129	\$0	\$5,653	\$0	\$75,782
<b>Total</b>	<b>\$3,764,165</b>	<b>\$1,345,948</b>	<b>\$453,439</b>	<b>\$907,940</b>	<b>\$1,210,350</b>	<b>\$7,681,842</b>

## Number of Clients Served by Supervisorial District

District 1: 601  
 District 2: 215  
 District 3: 72  
 District 4: 145  
 District 5: 193

**TOTAL: 1,226**

# IMPACT BY SUPERVISORIAL DISTRICT DISLOCATED WORKER PROGRAM

Agency	Supervisorial District Projected Amounts					Total Amounts
	1	2	3	4	5	
City of Compton-Compton CareerLink	\$0	\$341,671	\$0	\$0	\$0	\$341,671
H.S. Consortium of the East San Gabriel Valley	\$519,363	\$0	\$0	\$290,826	\$815,363	\$1,625,552
Hub Cities Consortium	\$579,270	\$254,918	\$0	\$0	\$0	\$834,188
SASSFA	\$309,243	\$0	\$0	\$322,590	\$0	\$631,833
West San Gabriel Valley Consortium	\$461,867	\$0	\$0	\$0	\$295,825	\$757,692
Affiliated Computer Services (ACS)	\$365,423	\$0	\$0	\$126,075	\$0	\$491,498
Antelope Valley Consortium	\$0	\$0	\$0	\$0	\$575,571	\$575,571
Career Planning Center, Inc.	\$0	\$0	\$37,727	\$134,348	\$25,695	\$197,770
Chicana Service Action Center	\$213,312	\$0	\$0	\$0	\$0	\$213,312
El Proyecto Del Barrio	\$0	\$0	\$61,314	\$0	\$0	\$61,314
Goodwill Industries	\$343,386	\$0	\$0	\$0	\$36,063	\$379,449
Jewish Vocational Services	\$0	\$0	\$123,630	\$0	\$0	\$123,630
Los Angeles Community College District-LA Miss	\$0	\$0	\$267,479	\$0	\$0	\$267,479
Los Angeles Urban League-Pomona	\$429,194	\$0	\$0	\$0	\$0	\$429,194
Los Angeles Urban League-South Central		\$635,825				\$635,825
SASSFA-Paramount				\$130,237		\$130,237
Carson, Lomita, Torrance WIN				\$41,209		\$41,209
Cityof Pasadena-Foothill WIB					\$97,165	\$97,165
City of Hawthorne-South Bay WIB	\$0	\$79,367	\$0	\$35,171	\$0	\$114,538
<b>Total</b>	<b>\$3,221,058</b>	<b>\$1,311,781</b>	<b>\$490,150</b>	<b>\$1,080,456</b>	<b>\$1,845,682</b>	<b>\$7,949,127</b>

## Number of Clients Served by Supervisorial District

District 1: 365  
 District 2: 149  
 District 3: 56  
 District 4: 122  
 District 5: 209

**TOTAL: 900**

## Board Letter Summary Sheet for CSS Board Deputies

Name of Board Letter	ACCEPTANCE AND APPROVAL OF WORKFORCE INVESTMENT ACT (WIA) YOUTH PROGRAM FUNDING ALLOCATIONS
<b>Tentative Dates:</b> 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	1) March 9, 2005 2) April 28, 2005 3) May 10, 2005
Branch / Author, Title	Workforce Development / Tina Hoang, CSA III
Summary of Board Letter	<p>IT IS RECOMMENDED THAT YOUR BOARD:</p> <ol style="list-style-type: none"> <li>1. Authorize the Director of Community and Senior Services (CSS), or designee, to accept Workforce Investment Act (WIA) Title I Youth Program grant funds from the State of California Employment Development Department (EDD) in the amount of \$12,360,498, and to execute all required documents with EDD, after County Counsel approval as to form, for the provision of WIA Youth program services to the youth residents of Los Angeles County.</li> <li>2. Authorize the Director of CSS, or designee, to accept funding augmentations or reductions from EDD, up to 25% of the original allocation, provided that CSS notifies the Board of Supervisors and the Chief Administrative Office (CAO) in writing within ten working days of acceptance.</li> <li>3. Authorize the Director of CSS, or designee, to negotiate and execute contracts in substantially similar form to Attachment A with the 16 service providers listed on Attachment B for the In School Program, and the 18 service providers on Attachment C for the Out of School Program in the amounts indicated, for provision of WIA Youth Program services, after County Counsel approval as to form, effective July 1, 2005 through June 30, 2006. Attachment D provides the overall funding allocations in the total amount of \$10,661,196 for all the service providers for each of the districts. The contract costs are fully financed WIA Youth Program funding from EDD.</li> <li>4. Authorize the Director of CSS, or designee, to execute contract amendments in substantially similar form to Attachment E to increase or decrease contract amounts based on contractor performance and availability of funding or any time extensions provided that: (a) the amount of change does not exceed 25% of the original contract amount; (b) approval of County Counsel and the Chief Administrative Office (CAO) is obtained prior to</li> </ol>

any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors and the CAO within 30 days after execution that such amendments have been executed. This action assures full expenditures of funds and is consistent with the Board's policy requiring review of contractor performance and expenditures of all grant funds.				
5. Authorize the Director of CSS, or designee, to negotiate and execute WIA Subgrant Agreements, in substantially similar form as Attachment F, with the five Regional Workforce Group (RWG) agencies in the amount identified on Attachments B and C, for the provision of WIA Youth services, as delineated in the County of Los Angeles Workforce Investment Act Regional Workforce Group Agreement.				
Dollar Amount	\$ FUNDING	WIA IN SCHOOL	WIA OUT OF SCHOOL	TOTAL
	Service Providers	6,929,763	3,731,433	10,661,196
	Job Development/			
	Business Outreach	73,944	39,816	113,760
	CSS Monitoring and MIS	127,147	68,464	195,611
	Auditor Controller Monitoring	22,426	12,075	34,501
	Technology	29,901	16,100	46,001
	IT Maintenance	47,696	25,683	73,379
	CSS Administration	803,433	432,617	1,236,050
	GRAND TOTAL	8,034,310	4,326,188	12,360,498
Source of Funding	Workforce Investment Act (WIA) Youth Funds			
Strategic Plan Goal	The recommended actions are consistent with the principles of the Countywide Strategic Plan and support of Goal 1, Strategy 2 (Design Seamless Service Delivery Systems).			
Additional Issues				

May 10, 2005

**DRAFT**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ACCEPTANCE AND APPROVAL OF WORKFORCE INVESTMENT ACT  
(WIA) YOUTH PROGRAM FUNDING ALLOCATIONS  
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Community and Senior Services (CSS), or designee, to accept Workforce Investment Act (WIA) Title I Youth Program grant funds from the State of California Employment Development Department (EDD) in the amount of \$12,360,498, and to execute all required documents with EDD, after County Counsel approval as to form, for the provision of WIA Youth program services to the youth residents of Los Angeles County.
2. Authorize the Director of CSS, or designee, to accept funding augmentations or reductions from EDD, up to 25% of the original allocation, provided that CSS notifies the Board of Supervisors and the Chief Administrative Office (CAO) in writing within ten working days of acceptance.
3. Authorize the Director of CSS, or designee, to negotiate and execute contracts in substantially similar form to Attachment A with the 16 service providers listed on Attachment B for the In School Program, and the 18 service providers on Attachment C for the Out of School Program in the amounts indicated, for

provision of WIA Youth Program services, after County Counsel approval as to form, effective July 1, 2005 through June 30, 2006. Attachment D provides the overall funding allocations in the total amount of \$10,661,196 for all the service providers for each of the districts. The contract costs are fully financed WIA Youth Program funding from EDD.

4. Authorize the Director of CSS, or designee, to execute contract amendments in substantially similar form to Attachment E to increase or decrease contract amounts based on contractor performance and availability of funding or any time extensions provided that: (a) the amount of change does not exceed 25% of the original contract amount; (b) approval of County Counsel and the Chief Administrative Office (CAO) is obtained prior to any such amendment; and (c) the Director of CSS confirms in writing to the Board of Supervisors and the CAO within 30 days after execution that such amendments have been executed. This action assures full expenditures of funds and is consistent with the Board's policy requiring review of contractor performance and expenditures of all grant funds.
5. Authorize the Director of CSS, or designee, to negotiate and execute WIA Subgrant Agreements, in substantially similar form as Attachment F, with the five Regional Workforce Group (RWG) agencies in the amount identified on Attachments B and C, for the provision of WIA Youth services, as delineated in the County of Los Angeles Workforce Investment Act Regional Workforce Group Agreement.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

CSS has been designated by the State as the Local Workforce Investment Area (LWIA) designated to receive WIA funding. The administration of this program meets the county's responsibility to the state to ensure that WIA Youth Program services are provided in the LWIA.

The recommended actions will provide CSS with the authority to accept State WIA Youth Program funding and to execute contracts for provision of services in order to continue the WIA Youth Program in FY 2005/06.

#### **Regional Workforce Groups (RWGs)**

The RWGs (formerly Prime Agents) include a municipality and joint powers authorities established by various cities within Los Angeles County. These RWGs operate One-Stop Centers; which were grandfathered into the Workforce Investment Area by the WIB, in accordance with the WIA, which allows the local board (WIB), chief elected official (Board of Supervisors) and the Governor to approve the continuance of one-stop operators in a One-Stop Delivery system established prior to the enactment of WIA. The RWG Agreements provide that, subject to the established County procurement

process, annual subgrants (outlining relevant terms and conditions) of WIA Youth funds be awarded to each RWG entering into the agreement.

Two individual programs, In School and Out of School, will be implemented concurrently.

#### In School Program

The purpose of the In School Program is to ensure that eligible In School youth are provided with quality and effective youth services so that they remain in school or obtain a high school diploma or GED equivalent. Youth are provided with activities that include, but are not limited to: work-based learning projects, work preparation classes, exposure to careers, business enterprise activities, life skills, and others.

#### Out of School Program

The Out of School Program is to assist out of school youth who are defined as: 1) an eligible youth who is a school dropout; or 2) an eligible youth who has received a secondary school diploma or its equivalent but is basic-skills deficient, unemployed, or underemployed. The objective of the program is to provide the academic and occupational skills training, support services, and follow-up needed for placement and successful retention in advanced training and education or employment that provides promotional opportunities and earning gains.

#### Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Goal 1: Service Excellence.

#### Performance Measures

Among the performance measures to be tracked are: 1) percentage of youths exiting the program who are employed, in the military, or enrolled in post-secondary education three-quarters after program exit; and 2) percentage of youth who obtained high school diploma or GED credential.

#### **FISCAL IMPACT/FINANCING**

The WIA Youth Program funding for FY 2005/06 totals \$12,360,498. Funding for the program will be distributed as follows:

<b>FUNDING</b>	<b>WIA IN SCHOOL</b>	<b>WIA OUT OF SCHOOL</b>	<b>TOTAL</b>
Service Providers	6,929,763	3,731,433	10,661,196

Job Development Business Outreach *	73,944	39,816	113,760
CSS Monitoring and MIS **	127,147	68,464	195,611
Auditor Controller Monitoring ***	22,426	12,075	34,501
Technology ****	29,901	16,100	46,001
IT Maintenance *****	47,696	25,683	73,379
CSS Administration	803,433	432,617	1,236,050
GRAND TOTAL	8,034,310	4,326,188	12,360,498

\* Job Development Business Outreach

A total of \$113,760 will be used for the Workforce Investment Board (WIB) set aside for funding priorities to provide Job Development and Business Outreach to businesses and potential employers for the WorkSource Centers/Youth Centers system wide.

\*\* CSS Monitoring and MIS

A total of \$195,611 in WIA Youth funds will be used to cover staff costs to resolve monitoring findings conducted by Auditor Controller in FY 2004-05 under the Auditor-Controller Master Agreement. CSS is responsible for ensuring, through its resolution process, that the reported monitoring findings are resolved and training is provided to our contractors, if necessary, and/or program policies are developed.

This total includes funds to be used to cover costs incurred by MIS staff for the compilation of client data for the WIB that include but are not limited to: analysis of contractor's performance, client activities, demographic information and client outcome tracking.

\*\*\* Auditor Controller Monitoring

A total of \$34,501 in WIA Youth funds will be used for the FY 05-06 program monitoring costs of the WIA programs conducted by the Auditor Controller for the pilot program as approved by the Board of Supervisors.

\*\*\*\*Technology (Website/Call Center)

A total of \$46,001 in WIA Youth funds will be used to cover the costs of the maintenance of the WorkSource California website for the WIA programs and the staffing costs at the call center. The WorkSource California website provides information to business services and job seekers and the call center is used by job



seekers as a referral to the WorkSource Centers/Youth Centers for direct job-related services.

\*\*\*\*\* IT Maintenance

A total of \$73,379 in WIA Youth funds will be used for IT system maintenance.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Workforce Investment Act (WIA) of 1998, under which the WIA Youth Program operates, expired on September 30, 2003. Currently, the Senate is working on a Reauthorization Bill (which was passed in the House of Representatives in May 2003) for the extension of the Workforce Investment Act for an additional five years.

In anticipation of the changes in the Reauthorization Bill, CSS released a RFP on December 2, 2003 soliciting WIA youth providers for the In School and Out of School programs beginning in FY 2004/05.

The WIA In School and Out of School Youth Programs provide summer employment opportunities, tutoring, alternative secondary education, paid/unpaid work experience, occupational skills training, leadership development opportunities, supportive services, adult mentoring/guidance/counseling, and 12 months of follow-up. Both programs are designed to provide a continuum of services that plans for the needs of youth at different ages and development stages.

The Los Angeles County Workforce Investment Board (WIB) approved these recommendations and funding allocations on February 10, 2005.

The CAO has reviewed and concurs with the recommended actions. County Counsel has approved the Attachments A, E, and F as to form.

**CONTRACTING PROCESS**

CSS released a RFP on December 2, 2003 to solicit service providers for both the In School and Out of School WIA Youth Programs. There were a total of forty-three (43) proposals submitted and the service providers recommended for funding, as shown in Attachment B and Attachment C, were selected based on seven criteria: qualifications, collaborative structure, youth center, program services, performance measures, quality assurance plan and budget/fiscal capability.

A total of 21 service providers (including RWGs) is recommended for funding for the In School Program and a total of 23 service providers (including RWGs) is recommended for the Out of School Program. The five (5) RWGs were selected based on the RFP process and received funding on a formula basis in accordance with their RWG agreement with the County.

Honorable Board of Supervisors  
May 10, 2005  
Page 6

Attachment G provides information about each contractor's status with regard to minority and women-owned business enterprises.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Continuation of the WIA Youth Program will ensure that low-income youth between the ages of 14-21 continue to receive valuable services which will enable them to realize their full potential and successfully transition into adulthood, employment, and further education and training.

Respectfully submitted,

Cynthia D. Banks  
Chief Deputy Director

**Attachments (7)**

c: David E. Janssen  
Raymond G. Fortner, Jr.  
Violet Varona-Lukens  
J. Tyler McCauley

# PRELIMINARY FY 2005-06 Out-of-School Funding Allocations for WIA Youth Program

## Workforce Investment Act Youth Program:

Workforce Investment Act WIA Youth Funding Distribution:	I	II	III	IV	V	TOTAL
<b>REGIONAL WORKFORCE GROUP (RWGs)</b>						
LA Works	\$ 233,656			\$ 50,143	\$ 138,514	\$ 422,313
Career Partners Rosemead	\$ 245,108				\$ 97,158	\$ 342,266
Southeast Area Social Service Funding Authority (SASSFA)	\$ 104,227			\$ 86,609		\$ 190,836
Compton Careerlink Worksource Center		\$ 207,452				\$ 207,452
Hub Cities Consortium	\$ 474,672	\$ 131,027				\$ 605,699
<b>NON-REGIONAL WORKFORCE GROUP (RWGs)</b>						
Career Partners El Monte	\$ 219,512				\$ 2,021	\$ 221,533
Special Services for Groups (SSG)	\$ 16,014	\$ 73,914		\$ 5,059		\$ 94,987
Maravilla	\$ 55,899					\$ 55,899
Door of Hope	\$ 55,899					\$ 55,899
Catholic Charities of Los Angeles	\$ 47,379	\$ 50,561	\$ 34,066		\$ 145,237	\$ 277,243
Goodwill	\$ 67,663					\$ 67,663
Foothill Workforce Investment Board					\$ 29,302	\$ 29,302
SASSFA (Paramount Funds)				\$ 93,763		\$ 93,763
Los Angeles County Office of Education	\$ 157,871	\$ 45,451	\$ 7,790		\$ 245,364	\$ 456,476
AADAP, Inc.		\$ 11,661				\$ 11,661
Mexican American Opportunity Foundation (MAOF)	\$ 117,447		\$ 50,013			\$ 117,447
Jewish Vocational Services						\$ 50,013
Communities In Schools		\$ 78,930				\$ 78,930
Watts Labor Community Action Center		\$ 22,855				\$ 22,855
Childrens' Collective		\$ 22,855				\$ 22,855
Innovative Education Systems		\$ 73,053				\$ 73,053
William S. Hart School District					\$ 69,954	\$ 69,954
Community College Foundation	\$ 122,661	\$ 40,673				\$ 163,334
Service Providers Total	\$ 1,918,008	\$ 758,432	\$ 91,869	\$ 235,574	\$ 727,550	\$ 3,731,433
<b>OTHER CONTRACTOR AND PROGRAM RELATED COSTS</b>						
Job Development Business Outreach						\$ 39,816
CSS Monitoring and MIS						\$ 68,464
A-C Monitoring						\$ 12,075
Technology						\$ 16,100
IT Maintenance						\$ 25,683
CSS Administration						\$ 432,617
<b>Grand Total</b>						<b>\$ 4,326,188</b>

**PRELIMINARY FY 2005-06 Out-of-School Funding Allocations for WIA Youth Program**

## Board Letter Summary Sheet for CSS Board Deputies

3

Name of Board Letter	Allocation of WIA Fiscal Year 03-04 Carryover Youth and Dislocated Worker Funds for FY 04-05 Required Program Costs
<b>Tentative Dates:</b> 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	1) March 9, 2005 2) March 24, 2005 3) April 5, 2005
Branch / Author, Title	Workforce Development Branch / Maggie Mireles, Program Manager
Summary of Board Letter	<p>Authorize the Director of Community and Senior Services (CSS) or designee, to allocate \$1,432,825 in FY 2003-04 WIA carryover Youth and Dislocated Worker funds to cover program costs incurred by the department in FY 2004-05 to support the delivery of employment and training services to the clients of the WIA programs; WIA program costs include required business and job seeker services, program monitoring, and management information system (MIS) services.</p> <p>The recommended actions will allow CSS to continue to enhance its program accountability and efficiency to address the CSS Management Audit Findings and Recommendations.</p>
Dollar Amount	\$ 1,432,825
Source of Funding	Department of Labor Workforce Investment Act (WIA)
Strategic Plan Goal	Goal # 1-Service Excellence
Performance Measures	Performance evaluations are based on the measures established in the WIA and are aligned with the County's Performance Counts! Initiative.
Additional Issues	The two performance outcomes to be tracked are unsubsidized placement and retention.



CYNTHIA D. BANKS  
Chief Deputy Director

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## COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

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3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE B. BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

**DRAFT**

April 5, 2005 (pending)

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ALLOCATION OF WORKFORCE INVESTMENT ACT (WIA) FISCAL YEAR  
(FY) 2003-04 CARRYOVER YOUTH AND DISLOCATED WORKER FUNDS  
FOR FY 2004-05 REQUIRED PROGRAM COSTS  
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Authorize the Director of Community and Senior Services (CSS) or designee, to allocate \$1,432,825 in FY 2003-04 WIA carryover Youth and Dislocated Worker funds to cover program costs incurred by the department in FY 2004-05 to support the delivery of employment and training services to the clients of the WIA programs; WIA program costs include required business and job seeker services, program monitoring, and management information systems (MIS) services.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

The County of Los Angeles has been designated by the State as a Local Workforce Investment Area for the purpose of administering WIA. CSS has responsibility for administrative, program and fiscal functions associated with the WIA Youth and Dislocated Worker formula programs. Business services, program monitoring and MIS costs are considered program costs under WIA regulations. On November 19, 2004 and February 10, 2005 the WIB approved the use of \$805,665 and \$627,160 respectively, totaling \$1,432,825 in FY 2003-04 WIA Carryover Youth and Dislocated Worker funds to cover the costs incurred by CSS in FY 2004-05 and to support the delivery of employment and training services to WIA clients. The CSS WIA program costs include program monitoring by the department and the Auditor-Controller, MIS staffing costs associated with performance management of the WIA programmatic system, website and call center for business and job seeker services, and the ITRAIN, a regional internet-based training vendor directory for job seekers.

CSS has charged these WIA program costs to the administrative cost category. However, with the overall funding reductions the department has experienced in the WIA programs, Welfare-to-Work programs, and other programs, CSS, with WIB approval, will cover these costs in the program cost category allowable by the WIA regulations.

#### Implementation of Strategic Plan Goals

The recommended actions supports the County-wide Strategic Plan Goal 1: Service Excellence

#### Performance Measures

Overall performance evaluations for the WIA Youth and Dislocated Worker programs are based on the measures established in the WIA and are aligned with the County's Performance Counts! Initiative. The two performance outcomes to be tracked are unsubsidized placement and retention.

#### **FISCAL IMPACT/FINANCING**

The \$1,432,825 FY 2003-04 WIA Youth and Dislocated Worker carryover funds will be used to cover the following CSS FY 2004-05 program costs:

<b>FUNDING</b>	<b>YOUTH</b>	<b>DISLOCATED WORKER</b>	<b>TOTAL</b>
Program Monitoring	325,457	243,254	568,711
Centralized Monitoring – Auditor Controller	50,000	100,000	150,000
MIS Program	135,602	101,352	236,954
Website/Call Center	102,440	149,720	252,160
Regional Training Vendor Directory		225,000	225,000
<b>Grand Total</b>	<b>613,499</b>	<b>819,326</b>	<b>1,432,825</b>

There is no impact on the County's general fund and funding has been included in the Department's FY 2004-05 Budget.

#### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

CSS has the responsibility to administer the WIA program within the Los Angeles County Local Workforce Investment Area and in so doing, to monitor contractors and service providers to ensure compliance with State and federal grant requirements. To accomplish this, CSS must perform or contract for monitoring services which include compilation of relevant client and contractor performance data.

In addition, CSS must effectively provide outreach services which can be accomplished through maintenance of the WorkSource California website and call center, as well as identifying training vendors.

#### Program Monitoring

A total of \$568,711 in WIA Youth and Dislocated Worker funds will be used for the staff costs incurred during FY 2004-05 to conduct monitoring findings resolutions to the WIA contractor monitoring reviews performed in FY 2003-04 under the Auditor-Controller Master Agreement.

#### Centralized Monitoring

A total of \$150,000 in WIA Youth and Dislocated Worker funds will be used for the FY 2004-05 program monitoring costs of the CSS WIA Programs by the Auditor-Controller pilot program as approved by the Board of Supervisors.

#### MIS Program

A total of \$236,954 in WIA Youth and Dislocated Worker funds will be used for the MIS staff costs incurred for the compilation of client data analyzing reports and performance for the Workforce Investment Board. This data includes individual client activities, such as job training and classroom remediation, as well as client demographic information and client outcome tracking.

#### Website and Call Center

A total of \$252,160 in WIA Youth and Dislocated Worker funds will be used to cover the cost of the maintenance of the WorkSource California website for the WIA programs information for business services and job seekers, and for the staffing costs of the call center used by job seekers as a referral to the WorkSource Centers for direct job-related services.

#### Regional Training Vendor Directories

A total of \$225,000 in WIA Dislocated Worker funds will be utilized to cover the contract between the City of Hawthorne, on behalf of the South Bay Workforce Investment Board (WIB), and the County and to procure qualified vendors for individual referrals to classroom training in support of the State-required Eligible Training Provider List (ETPL) through the Regional Training Vendor Directory (RTVD), the Public Training Vendor Directory (PTVD), and the Community-based Organization Training Vendor Directory (CTVD).



**CONTRACTING PROCESS**

**Regional Training Vendor Directory**

The City of Hawthorne, on behalf of the South Bay WIB, holds a current contract with the County, which expires June 30, 2006, to procure qualified vendors for individual referrals to classroom training in support of the State-required Eligible Training Provider List. CSS staff will perform program services associated with the MIS.

**IMPACT ON CURRENT SERVICES OR PROJECTS**

The recommended actions will allow CSS to continue to enhance its accountability and efficiency. Program monitoring for the FY 2004-05 WIA Youth and Dislocated Worker programs will be conducted by the Auditor-Controller centralized pilot program as approved by the Board of Supervisors. MIS program monitoring findings resolution and the call center operation will be performed by CSS staff.

Respectfully submitted,

CYNTHIA D. BANKS  
Chief Deputy Director

## Board Letter Summary Sheet for CSS Board Deputies

4

Name of Board Letter	Allocation of 2004-05 WIA Rapid Response Funds to the Regional Workforce Groups
<b>Tentative Dates:</b> 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	1) March 9, 2005 2) March 24, 2005 3) April 5, 2005
Branch / Author, Title	Workforce Development Branch / Maggie Mireles, Program Manager
Summary of Board Letter	<p>Approve the allocation of FY 2004-05 Rapid Response funds in the amount of \$639,874 to the agencies listed in Attachment A in accordance with the Regional Workforce Groups (RWG) agreement to provide services to employers and their impacted employees affected by downsizing or layoffs including assessing layoff aversions strategies and orientations about re-employment services available. These RWGs have entered into a WIA Regional Workforce Group Agreement with the County for the provision of WIA services.</p> <p>The recommended re-allocation includes the CSS \$817,953 allocation of \$145,782 for administrative costs and \$672,171 in program costs.</p> <p>Authorize the Deputy Director, or designee, to execute amendments to the 2004-05 Subgrant Agreements, in substantially similar form to Attachment B, with the four RWGs listed and for the amounts set forth in Attachment A to provide Rapid Response services through June 30, 2005.</p> <p>The RWGs will provide Rapid Response services to employers and their impacted employees affected by downsizings or layoffs, within the Local Workforce Investment Area (LWIA). The RWGs will also conduct Rapid Response orientations for Guards and Reservists returning from the war in Iraq as the military is considered an employer and impacted employees are eligible for Rapid Response services. CSS will continue to administer the Rapid Response grant and to provide direct services, in coordination with the RWGs, as described herein within the LWIA and the other LWIAs in the County of Los Angeles in coordination with the seven (7) other WIBs.</p>
Dollar Amount	\$ 639,874
Source of Funding	State of California Employment Development Department Rapid Response funds

Strategic Plan Goal	Goal 1: Service Excellence and Organizational Effectiveness
Performance Measures	Performance Measures for the Rapid Response program are aligned with the County Performance Counts! Initiative and include a baseline of 95% of participants rating orientation and workshops as satisfactory or higher and a timely response to those businesses/organizations in need of Rapid Response service (within 24 hours).
Additional Issues	None

## **DRAFT**

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

### **ALLOCATION OF 2004-05 WORKFORCE INVESTMENT ACT (WIA) RAPID RESPONSE (RR) FUNDS TO THE REGIONAL WORKFORCE GROUPS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

#### **IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the allocation of FY 2004-05 Rapid Response funds in the amount of \$639,874 to the agencies listed in Attachment A in accordance with the Regional Workforce Group (RWG) agreement to provide services to employers and their impacted employees affected by downsizings or layoffs including assessing layoff aversions strategies and orientations about re-employment services available. These RWGs have entered into a WIA Regional Workforce Group Agreement with the County for the provision of WIA services.
2. Authorize the Deputy Director, or designee, to execute amendments to the 2004-05 Subgrant Agreements, in substantially similar form to Attachment B, with the four RWGs listed and for the amounts set forth in Attachment A to provide Rapid Response services through June 30, 2005.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

As the State subgrantee for Rapid Response Program for the County of Los Angeles, CSS and in conformance with State regulations, CSS has administered and provided direct services under the Rapid Response program for the last decade. In October 2004, changes in the State Rapid Response regulations resulted in greater emphasis being placed on linking Rapid Response activities with agencies providing direct WIA services.

On January 25, 2005, the Los Angeles County Workforce Investment Board (WIB) approved the allocation of Rapid Response funds to the RWGs to provide required and allowable services regionally as stipulated in the modified State regulations.

The RWGs will provide Rapid Response services to employers and their impacted employees affected by downsizings or layoffs, within the Local Workforce Investment Area (LWIA) by providing planning meetings, assessing lay off aversion strategies, conducting orientations about re-employment services available at the WorkSource/One-Stop Centers, and coordinating of Labor-Management/Workforce Transition Committees. Under a memorandum of understanding between the California Employer Support of the Guard and Reserve (ESGR), the WIB, and Community and Senior Services, the RWGs will also conduct Rapid Response orientations for Guards and Reservists returning from the war in Iraq as the military is considered an employer and impacted employees are eligible for Rapid Response services. CSS will continue to administer the Rapid Response grant and to provide direct services, in coordination with the RWGs, as described herein within the LWIA and the other LWIAs in the County of Los Angeles in coordination with the seven (7) other WIBs.

#### Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence and Organizational Effectiveness.

#### Performance Measures

Performance measures for the Rapid Response program are aligned with the County Performance Counts! Initiative and include a baseline of 95% of participants rating orientation and workshops as satisfactory or higher and a timely response to those businesses/organizations in need of Rapid Response service (within 24 hours).

#### FISCAL IMPACT/FINANCING

Your Board previously accepted a total FY2004-05 Rapid Response allocation of \$1,457,827 which consisted of CSS conducting all administrative and direct program services activities. Because the new State regulations require that Rapid Response activities be linked to agencies providing direct WIA services, the \$1,457,827 in Rapid Response funds require a re-allocation of funds.

This recommended re-allocation includes the CSS \$817,953 allocation of \$145,782 for administrative costs and \$672,171 in program costs, and the RWG allocation of \$639,874 for direct program costs. The 2004-05 Rapid Response funds totaling \$639,874 will be allocated to the following RWGs to provide direct services in their joint-powers cities as well as regionally throughout the Los Angeles County Workforce Investment Area.

<b>2004-05 RAPID RESPONSE RE-ALLOCATIONS</b>	
<b>RWG Program</b>	
West San Gabriel Valley Consortium dba Career Partners	166,843
H.S. Consortium of the East San Gabriel Valley dba LA Works	176,668
Hub Cities Consortium	145,442
Southeast Area Social Services Funding Authority (SASSFA)	150,921
Subtotal	639,874
CSS Program	672,171
CSS Administration	145,872
<b>GRAND TOTAL</b>	<b>1,457,827</b>

There is no impact on the County general fund and funding has been included in the Department's FY 2004-05 Proposed Budget.

#### **FACTS AND PROVISIONAL/LEGAL REQUIREMENTS**

Los Angeles County is the State Subgrantee for the Rapid Response program. Los Angeles County is responsible for providing Rapid Response services to employers and their impacted employees that meet the provisions of the WARN Act within the local Workforce Investment. The WARN Act mandates that companies/organizations notify state/local elected officials when downsizings or plant closures result in the displacement of 50 or more employees. The intent of the law is to serve businesses and allow jurisdictions to respond and help mitigate the impact. CSS will continue to provide services to address their needs, in compliance to new State regulations, through the re-allocation of Rapid Response funds.

#### **RWGs**

The RWGs are joint powers authorities established by various cities within Los Angeles County. These RWGs operate One-Stop Centers which were grandfathered into the Workforce Investment Area by the WIB, in accordance

with WIA, which allows the local board (WIB), chief elected official (Board of Supervisors) and the Governor to approve the continuance of one-stop centers in a One-Stop Delivery system established prior to the enactment of WIA. Your Board approved the RWG Agreement that is a nonfinancial agreement between the RWGs, the WIB, and the County. The RWG Agreement provides that an annual subgrant outlining the relevant terms and conditions of WIA funds be awarded to each RWG entering into the agreement.

### **CONTRACTING PROCESS**

In accordance with the County Charter, agreements for provisions of services by the RWGs within the County were negotiated on a non-competitive basis. The RWG Agreement was approved by Your Board on June 15, 2004. Only those RWGs which have entered into an RWG Agreement with the County will be authorized to be awarded a subgrant of Rapid Response funds allocated in this letter. Attachment C provides information about each RWGs status with regard to minority and women-owned business enterprises.

The CAO has reviewed and concurs with the recommended actions. County Counsel has reviewed and approved the attached agreements as to form.

### **IMPACT ON CURRENT SERVICES OR PROJECTS**

The recommended actions will allow for the continued provision of Rapid Response services in FY 2004-05, in compliance with new State regulations, to assist businesses in distress and ensure retention of private sector jobs within Los Angeles County.

Respectfully submitted,

Cynthia D. Banks  
Chief Deputy Director

Attachments (3)

C: Chief Administrative Officer  
County Counsel  
Auditor-Controller  
Executive Officer of the Board of Supervisors

**Attachment A**

**RAPID RESPONSE PROGRAM FY 2004-05 RECOMMENDED ALLOCATIONS**

<b>RWGs (Subgrantees)</b>	
West San Gabriel Valley Consortium dba Career Partners	166,843
H.S. Consortium of the East San Gabriel Valley dba LA Works	176,668
Hub Cities	145,442
Southeast Area Social Services Funding Authority (SASSFA)	150,921
<b>Grand Total</b>	<b>639,874</b>





**Item No. 5**

**Rapid Response FY 2005-05 Funding Recommendation**

**BOARD LETTER NOT AVAILABLE AT THIS TIME**

## Board Letter Summary Sheet for CSS Board Deputies

6

Name of Board Letter	Allocation of FY 2005-2006 Foster Youth Independent Living Skills Enhancement Program
<b>Tentative Dates:</b> 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	1) March 29, 2005 2) April 26, 2005 3) May 10, 2005
Branch / Author, Title	Workforce Development Branch / Lorena Bautista, CSA II
Summary of Board Letter	<p>1. Authorize the Director of Community and Senior Services (CSS), or designee, to allocate \$1,440,000 in Independent Living Program (ILP) funds, of which \$1,200,000 will be allocated to the eleven (11) existing agencies listed in Attachment A in the amounts indicated for the provision of direct program services, and \$240,000 will be used for CSS administrative costs. The ILP allocation is 100% reimbursed by federal funding through the State ILP allocation, and the contract costs are fully financed using ILP funding. The Department of Children and Family Services (DCFS) provides funding to CSS through intrafund transfers.</p> <p>2. Authorize the Director of CSS or designee to negotiate and execute contracts with the 11 agencies listed in Attachment A, and in substantially similar form as Attachment B, after County Counsel approval as to form, for the provision of job readiness and placement services to emancipating youth, effective July 1, 2005 through June 30, 2006.</p> <p>3. Authorize the Director of CSS, or designee, to execute contract amendments, in substantially similar form as Attachment C, to increase or decrease contract amounts based on contractor performance and availability of funding or an extension of the contract period provided that:</p> <p>(a) the amount of change does not exceed 25% of the original contract amount; (b) approval of County Counsel and the Chief Administrative Office (CAO) is obtained prior to any such amendment; and (c) the Director of CSS, or designee confirms in writing to the Board of Supervisors and the CAO within 30 days after the execution of such amendments. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.</p>
Dollar Amount	\$ 1,440,000 (\$1,200,000 for program services and \$240,000 for CSS administration
Source of Funding	State Independent Living (ILP) funds

Strategic Plan Goal	The recommended actions are consistent with the principles of the County Strategic Plan by ensuring access to employment services (Goal #3, Organizational Effectiveness, Ensure that service delivery systems are efficient, effective and goal oriented).
Performance Measures	Among the performance outcomes to be tracked are the number of older youth age 18-21 who obtain unsubsidized employment, and the number of younger youth age 16-21 who attain an academic or vocational skill.
Additional Issues	Two contractors, the Salvation Army (funded for \$54,000 in FY 2004-05) and Los Angeles Conservation Corps (funded for \$70,470 in FY 2004-05), have declined to renew their contracts for the FY 2005-06 program year. As a result, their funding has been reallocated based on a review of the program needs. There will be no fiscal impact on any Supervisorial District or Service Planning Area due this reallocation as the funding will be redistributed within the same Supervisorial Districts and Service Provider Areas. Jovenes Inc., which was funded for \$50,000 in FY 2004-05, will receive the Salvation Army's allocation for a total of \$104,000 in FY 2005-06. Special Service for Groups (SSG) and Community Build, who each received \$111,905 in FY 2004-05, will split Los Angeles Conservation Corps's allocation, increasing their funding amounts to \$147,140 each in FY 2005-06.

**DRAFT**

March 31, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ALLOCATION OF FISCAL YEAR 2005-06 FOSTER YOUTH  
INDEPENDENT LIVING SKILLS ENHANCEMENT PROGRAM FUNDS  
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

1. Authorize the Director of Community and Senior Services (CSS), or designee, to allocate \$1,440,000 in Independent Living Program (ILP) funds, of which \$1,200,000 will be allocated to the eleven (11) existing agencies listed in Attachment A in the amounts indicated for the provision of direct program services, and \$240,000 will be used for CSS administrative costs. The ILP allocation is 100% reimbursed by federal funding through the State ILP allocation, and the contract costs are fully financed using ILP funding. The Department of Children and Family Services (DCFS) provides funding to CSS through intrafund transfers.
2. Authorize the Director of CSS or designee to negotiate and execute contracts with the 11 agencies listed in Attachment A, and in substantially similar form as Attachment B, after County Counsel approval as to form, for the provision of job readiness and placement services to emancipating youth, effective July 1, 2005 through June 30, 2006.
3. Authorize the Director of CSS, or designee, to execute contract amendments, in substantially similar form as Attachment C, to increase or decrease contract amounts based on contractor performance and availability of funding or an extension of the contract period provided that:  
(a) the amount of change does not exceed 25% of the original contract amount; (b) approval of County Counsel and the Chief Administrative Office (CAO) is obtained prior to any such amendment; and (c) the Director of CSS, or designee confirms in writing to the Board of Supervisors and the CAO within 30 days after the execution of such

amendments. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS:**

The recommended actions will enable CSS to continue the provision of services to foster youth in Los Angeles County ages 16-21 through the ILP Skills Center component. The program's focus is on the job readiness and employment needs of foster youth with the ultimate long-term goal of helping these youth attain self-sufficiency. An annual outcome report will be submitted to your Board to monitor program performance by agency.

Two contractors, the Salvation Army (funded for \$54,000 in FY 2004-05) and Los Angeles Conservation Corps (funded for \$70,470 in FY 2004-05), have declined to renew their contracts for the FY 2005-06 program year. As a result, their funding has been reallocated based on a review of the program needs. There will be no fiscal impact on any Supervisorial District or Service Planning Area due this reallocation as funding will be redistributed within the same Supervisorial Districts and Service Provider Areas. Jovenes Inc., which was funded for \$50,000 in FY 2004-05, will receive the Salvation Army's allocation for a total of \$104,000 in FY 2005-06. Special Service for Groups (SSG) and Community Build, who each received \$111,905 in FY 2004-05, will split Los Angeles Conservation Corps's allocation, increasing their funding amounts to \$147,140 each in FY 2005-06.

**Implementation of Strategic Plan Goals**

The recommended actions are consistent with the principles of the County Strategic Plan by ensuring access to employment services.

The enhancement of the ILP job readiness and placement program will maximize employment opportunities for emancipated youth in an effort to promote self-sufficiency (Goal # 5 – Children and Families Well-Being, Improve the well-being of children and families in Los Angeles County as measured by the achievements in the five outcome areas adopted by your Board: good health; economic well-being; safety and survival; social and emotional well-being; and educational/workforce readiness).

**Performance Measures**

Among the performance outcomes to be tracked are the number of older youth age 18-21 who obtain unsubsidized employment, and employment related skills gains and the number of younger youth age 16-17 who attain an academic or vocational skill.

**FISCAL IMPACT/FINANCING:**

The cost for the recommended actions totals \$1,440,000, of which \$1,200,000 will be used for direct program services, and \$240,000 will be used to fund CSS administrative costs. The ILP allocation is 100% reimbursed by federal funding through the State ILP allocation.

There is no impact on the County general fund. Funding has been included in the Department's FY 2005-06 Proposed Budget. Any unspent funds will be returned to DCFS within 75 days of the close of the County fiscal year.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Foster Care Independence Act of 1999 allocates funds to serve foster youth and emancipated foster youth up to the age of 21 in order to help prepare youth for independent living. A portion of the annual ILP allocation may be used for job readiness and employment services.

At the direction of your Board on July 17, 2001, the ILP Design Team was formed with representatives from the CAO, CSS, DCFS, the Department of Mental Health, the Community Development Commission, the Probation Department, the Children's Commission, Casey Family Programs, United Friends of the Children, emancipated youth, and other stakeholders. The Team identified a need to redesign the Skills Enhancement Program and called upon the expertise of CSS to do so. The new design combines the service delivery systems of DCFS, CSS WorkSource Centers and Youth Centers, and that of partners such as the State of California Employment Development Department (EDD) and the Community Colleges.

At the inception of the program, it was agreed that the first year FY 2003-04 would be a pilot, and the data collected during this period would be preliminary and used to establish baselines for agency performance outcomes. Agency performance data was submitted to your Board in FY 2004-05. The data for the current year FY 2004-05 will be considered when we apply the policy on deobligation and reobligation of funds in FY 2005-06 to evaluate the success of the entire program, as well as to reward high performing agencies and to sanction poor performers.

The CAO and DCFS have reviewed and concur with the recommended actions. County Counsel has reviewed and approved the Agreement and Amendment as to form.

**CONTRACTING PROCESS:**

At the request of the CAO and the ILP Design Team, and approved by your Board on April 29, 2003, CSS was asked to provide leadership in the area of employment. In consideration of our experience in managing performance-based contracts with employment and job readiness as primary outcomes, we were asked to redesign the ILP Skills Center component, and take over management of the contracts effective October 1, 2003. On July 2, 2003, CSS released a Request for Proposals (RFP) inviting eligible agencies to propose services for emancipating/emancipated foster youth to assist them to achieve independence and self-sufficiency. Thirty-six (36) proposals were received by the deadline, and, on September 30, 2003, your Board approved CSS's recommendation to fund thirteen agencies for the period October 1, 2003 through June 30, 2004. Six were current providers under contracts with DCFS. Those contracts expired September 30, 2003, and CSS began managing the program October 1, 2003.

DCFS and CSS entered into a Memorandum of Understanding (MOU) for the transfer of funds and the provision of the services effective July 1, 2004 through June 30, 2005. The MOU allows for successive one-year renewals through June 30, 2008, subject to Board approval of funding and the availability of ILP funding. Thus, with your approval of these recommendations, the existing MOU between CSS and DCFS will be renewed through June 30, 2006.

**Monitoring**

Beginning with FY 2003-04 CSS will contract with the Auditor-Controller's (A-C) office to conduct fiscal and contract compliance monitoring of all of its contractors within the Employment and Training Branch. The A-C, utilizing their Master Agreement list, procures a contractor to conduct the on-site and follow-up visits. CSS is responsible for ensuring through its resolution process, that the monitoring findings reported are resolved, training is provided to our contractors, if necessary, and that program policies are developed. A Minority/Vendor Survey is included as Attachment D.

**IMPACT ON CURRENT SERVICES:**

Eleven (11) agencies are being recommended for funding to provide job readiness and employment services to emancipated and emancipating foster youth. Currently, these eleven agencies are providing services to youth under contracts with CSS. These contracts expire June 30, 2005. Approval of these funding recommendations will allow the ILP Skills Enhancement Program for foster youth to continue on July 1, 2005, without interruption.

**CONCLUSION**

Upon approval of this request, please instruct the Executive Officer/Clerk of the Board of Supervisors to send an adopted copy of this Board Letter to:



The Honorable Board of Supervisors  
March 31, 2005  
Page 5 of 5

Department of Children and Family Services  
Attention: Walter Chan, Contract Manager  
425 Shatto Place  
Los Angeles, CA 90020

Department of Children and Family Services  
Attention: Armand M. Montiel, Assistant Division Chief  
Emancipation Services  
3530 Wilshire Blvd. 4<sup>th</sup> Floor  
Los Angeles, CA 90010

Respectfully submitted,

CYNTHIA D. BANKS  
Chief Deputy Director

CDB:MM:io

Attachments (4)

c: David E. Janssen  
Raymond G. Fortner, Jr.  
Violet Varona-Lukens  
J. Tyler McCauley

**INDEPENDENT LIVING SKILLS ENHANCEMENT PROGRAM  
FUNDING RECOMMENDATIONS**

ATTACHMENT A

Agency	Supervisorial District Projected Amounts					Total Amounts
	1	2	3	4	5	
HELP Group			\$79,523			\$79,523
Jewish Vocational Service			\$79,523			\$79,523
Penny Lane					\$96,344	\$96,344
Star View		\$22,544		\$67,633		\$90,177
David and Margaret Home					\$120,783	\$120,783
Pomona Valley Y.E.S.	\$95,105				\$31,702	\$126,807
Jovenes, Inc.	\$62,400	\$41,600				\$104,000
Special Service For Groups		\$147,140				\$147,140
Community Build		\$147,140				\$147,140
GLASS		\$45,256		\$67,633		\$112,889
Door of Hope Community Center	\$95,674					\$95,674
<b>Service Provider Totals</b>	<b>\$253,179</b>	<b>\$403,680</b>	<b>\$159,046</b>	<b>\$135,266</b>	<b>\$248,829</b>	<b>\$1,200,000</b>
CSS Administration						\$240,000
<b>GRAND TOTAL</b>						<b>\$1,440,000</b>

# IMPACT BY SERVICE PROVIDER AREA (SPA)

Agency	SPA Projected Amounts								Total Amounts
	1	2	3	4	5	6	7	8	
HELP Group		\$79,523							\$79,523
Jewish Vocational Service		\$79,523							\$79,523
Penny Lane	\$96,344								\$96,344
Star View								\$90,177	\$90,177
David and Margaret Home			\$120,783						\$120,783
Pomona Valley Y.E.S.			\$126,807						\$126,807
Jovenes, Inc.				\$104,000					\$104,000
Special Service For Groups						\$147,140			\$147,140
Community Build						\$147,140			\$147,140
GLASS					\$22,712			\$90,177	\$112,889
Door of Hope Community Center							\$95,674		\$95,674
<b>Total</b>	<b>\$96,344</b>	<b>\$159,046</b>	<b>\$247,590</b>	<b>\$104,000</b>	<b>\$22,712</b>	<b>\$294,280</b>	<b>\$95,674</b>	<b>\$180,354</b>	<b>\$1,200,000</b>

## Number of Clients Served by SPA

SPA 1:	53
SPA 2:	88
SPA 3:	137
SPA 4:	57
SPA 5:	13
SPA 6:	163
SPA 7:	53
SPA 8:	100
<b>TOTAL:</b>	<b>664</b>

# IMPACT BY SUPERVISORIAL DISTRICT

Agency	Supervisorial District Projected Amounts					Total Amounts
	1	2	3	4	5	
HELP Group			\$79,523			\$79,523
Jewish Vocational Service			\$79,523			\$79,523
Penny Lane					\$96,344	\$96,344
Star View		\$22,544		\$67,633		\$90,177
David and Margaret Home					\$120,783	\$120,783
Pomona Valley Y.E.S.	\$95,105				\$31,702	\$126,807
Jovenes, Inc.	\$62,400	\$41,600				\$104,000
Special Service For Groups		\$147,140				\$147,140
Community Build		\$147,140				\$147,140
GLASS		\$45,256		\$67,633		\$112,889
Door of Hope Community Center	\$95,674					\$95,674
<b>Total</b>	<b>\$253,179</b>	<b>\$403,680</b>	<b>\$159,046</b>	<b>\$135,266</b>	<b>\$248,829</b>	<b>\$1,200,000</b>

## Number of Clients Served by Supervisorial District

District 1:	140
District 2:	223
District 3:	88
District 4:	75
District 5:	138
<b>TOTAL:</b>	<b>664</b>

## Board Letter Summary Sheet for CSS Board Deputies

7

Name of Board Letter	Fiscal Year 2004-05 One-Time Only Funds (OTO) Appropriation Adjustment
<b>Tentative Dates:</b> 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	1) March 9, 2005 2) March 24, 2005 3) April 5, 2005
Branch / Author, Title	Aging and Adult Services / Janine Taylor, Community Services Analyst I
Summary of Board Letter	<p>This Board letter will enable CSS to accept and allocate the OTO funds from the California Department of Aging and execute FY 2004-05 Title III/VII Contract Amendments. The recommended actions are necessary for the Department to enhance services for older adults age 60+ and their caregivers in its Planning and Service Area (PSA 19), Los Angeles County, excluding the City of Los Angeles.</p>
Dollar Amount	\$ 3,267,004
Source of Funding	Title III/VII and NSIP
Strategic Plan Goal	The recommended actions promote the County Strategic Plan goals of service excellence, organizational effectiveness and fiscal responsibility by providing for a network of community-based services that provide an integrated array of supportive services.
Additional Issues	N/A

# IMPACT BY SUPERVISORIAL DISTRICT

Agency	Supervisorial District Projected Amounts					Total Amounts
	1	2	3	4	5	
Altamed Health Corp	\$53,340	\$0	\$0	\$53,340	\$0	\$106,680
Alzheimers Association	\$0	\$0	\$2,250	\$2,250	\$0	\$4,500
Antelope Valley Committee on Aging	\$0	\$0	\$0	\$0	\$84,425	\$84,425
Azuza, City of	\$6,545	\$0	\$0	\$0	\$0	\$6,545
Behavioral Health Services	\$0	\$0	\$0	\$32,323	\$0	\$32,323
Bet Tzedek	\$13,415	\$13,415	\$13,415	\$13,414	\$13,414	\$67,073
Burbank, City of	\$0	\$0	\$0	\$0	\$29,141	\$29,141
Casa Maravilla	\$33,974	\$0	\$0	\$0	\$0	\$33,974
Consulting Nutritional Services	\$0	\$0	\$0	\$0	\$41,975	\$41,975
Culver City, City of	\$197	\$197	\$197	\$196	\$196	\$983
Dickinson Community Lighted Schools, Inc.	\$0	\$26,045	\$0	\$0	\$0	\$26,045
El Monte, City of	\$0	\$16,440	\$0	\$0	\$0	\$16,440
ESCAPA/ Chinatown Service Center	\$12,014	\$12,014	\$12,014	\$12,013	\$12,013	\$60,068
Food & Nutrition Management	\$25,302	\$25,302	\$25,302	\$25,301	\$25,301	\$126,508
Gardena, City of	\$0	\$61,175	\$0	\$0	\$0	\$61,175
Glendale Parks Recreation & Community Service	\$0	\$0	\$0	\$0	\$2,432	\$2,432
Human Services Association	\$36,809	\$36,809	\$0	\$36,808	\$0	\$110,426
Inglewood, City of	\$0	\$108,074	\$0	\$0	\$0	\$108,074
Jewish Family Services of Los Angeles	\$5,462	\$5,462	\$5,461	\$0	\$5,461	\$21,846
Just Rite Community Programs, Inc.	\$0	\$12,138	\$12,138	\$12,138	\$12,138	\$48,552
Life Steps Foundation	\$0	\$2,884	\$0	\$0	\$0	\$2,884
Little Tokyo	\$22,335	\$0	\$0	\$22,334	\$0	\$44,669
LAREI	\$13,025	\$0	\$0	\$13,025	\$0	\$26,050
Norwalk, City of	\$0	\$0	\$0	\$11,534	\$0	\$11,534
Office of Samoan Affairs	\$0	\$7,283	\$0	\$7,283	\$0	\$14,566
Oldtimers Foundation	\$24,249	\$24,249	\$0	\$24,248	\$0	\$72,746
Pasadena Hospital Association Ltd. Dba Huntingt	\$19,888	\$0	\$0	\$19,887	\$19,887	\$59,662
Pomona Valley Committee on Aging/CSS	\$12,705	\$0	\$0	\$12,705	\$12,705	\$38,115
San Gabriel Valley YWCA	\$36,883	\$0	\$0	\$36,883	\$36,883	\$110,649
Santa Anita Family Services	\$22,510	\$0	\$0	\$0	\$22,510	\$45,020
Santa Clarita Valley Committee on Aging	\$0	\$0	\$106,727	\$0	\$106,727	\$213,454

# IMPACT BY SUPERVISORIAL DISTRICT

Agency	Supervisorial District Projected Amounts					Total Amounts
	1	2	3	4	5	
Santa Monica, City of	\$0	\$0	\$21,810	\$0	\$0	\$21,810
South El Monte, City of	\$6,982	\$0	\$0	\$0	\$0	\$6,982
Southeast Area Social Services Funding Authorit	\$31,297	\$0	\$0	\$31,297	\$0	\$62,594
Special Services for Groups	\$0	\$16,730	\$0	\$16,730	\$0	\$33,460
USC/ Los Angeles Caregiver Resource Center	\$5,534	\$5,534	\$0	\$5,533	\$5,533	\$22,134
Villa Esperanza	\$27,212	\$0	\$27,211	\$0	\$27,211	\$81,634
Volunteers of America	\$0	\$0	\$0	\$27,427	\$0	\$27,427
West Covina, City of	\$3,774	\$0	\$0	\$3,774	\$3,773	\$11,321
WISE Senior Services	\$19,195	\$19,194	\$19,194	\$19,194	\$19,194	\$95,971
<b>Total</b>	<b>\$432,648</b>	<b>\$392,947</b>	<b>\$245,722</b>	<b>\$439,641</b>	<b>\$480,924</b>	<b>\$1,991,882</b>

## Number of Clients Served by Supervisorial District

District 1:	1,302
District 2:	1,198
District 3:	737
District 4:	1,315
District 5:	1,435
<b>TOTAL:</b>	<b>5,987</b>

DRAFT

March \_\_, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**FY 2004-05 OLDER AMERICANS ACT ONE-TIME-ONLY FUNDS  
APPROPRIATION ADJUSTMENT  
(ALL SUPERVISORIAL DISTRICTS) (4 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve the Budget Adjustment (Attachment A) for the Department of Community and Senior Services (CSS) in the amount of \$3,267,004 reflecting an increase to its FY 2004-05 Adopted Budget in One-Time-Only (OTO) Older Americans Act (OAA) Title III/VII funds (Agreement Number AP-0405-19, Amendment 1) from the California Department of Aging (CDA) for over-service, equipment (nutrition and supportive services) and special projects for older adults age 60+ and their caregivers.
2. Allow contract amendments in excess of 25% of the original contract with the seven agencies identified on Attachment B in the amounts indicated for the provision of nutrition, caregiver supportive services and care management services.
3. Authorize the Director of CSS, or designee, to execute all contract amendments required for acceptance of the OTO OAA Title III/VII funding, after County Counsel and Chief Administrative Office (CAO) approval.



## DRAFT

The Honorable Board of Supervisors  
March \_\_, 2005  
Page 2 of 3

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On June 29, 2004, your Board authorized the Director of CSS, or designee, to execute contract amendments in substantially similar form as approved by County Counsel and the CAO, to increase or decrease contracts within 25% of the original contract amount.

CSS received notification of the FY 2004-05 OTO funds from CDA in late December 2004. A memo was issued to OAA-Funded Contractors on January 3, 2005 to inform them of available OTO funds and to solicit funding requests by January 31, 2005. In February 2005, requests for OTO funds were processed and clarified.

In processing agency requests for OTO allocations, priority was given for over-service (nutrition and supportive services) and special projects (primarily IIIE). Allocations for over-service were based on the agency's performance for the first six months of the fiscal year.

The recommended actions will enable the Department to accept the OAA funding augmentations required for the amended contracts, in an effort to expend the OTO funds by June 30, 2005. This action will also ensure the availability of funds for enhanced program services. Any unexpended funds must be returned to the State.

### **Implementation of Strategic Plan Goals**

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence, Organizational Effectiveness, and Fiscal Responsibility by providing for a network of community-based agencies that provide an integrated array of supportive services. The services are available to functionally-impaired and frail County residents to prevent or delay premature institutionalization.

### **FISCAL IMPACT/FINANCING**

There is no fiscal impact on the County general fund as the program is fully financed by OAA, State and local revenues. Funding allocations for Contract Amendments include Titles III-B, C-1, C-2, III-D, and III-E. The Kinship Care Pilot Project is a Board mandated collaboration with the Department of Children and Family Services (DCFS) that represents an accelerated effort to provide

## DRAFT

The Honorable Board of Supervisors  
March \_\_\_\_, 2005  
Page 3 of 4

much needed respite for grandparents. The project budget is limited to 10% of the OTO Title III-E funding. The Caregiver Conference is a joint sponsorship with the Los Angeles City Area Agency on Aging to offer an educational forum for respite and support for caregivers. Unallocated amounts include monies from Titles III-C-1, Congregate Meals Program (\$2,819); III-C-2, Home-Delivered Meals Program (\$45,231); and III-E, Family Caregiver Support Act (\$839,765). The amount reserved for the Nutrition Services Incentive Program (NSIP) is a subsidy for nutrition services providers based on the number of meals served.

Contract Amendments	\$1,991,867
Kinship Care Pilot Project	\$150,000
Caregiver Conference	\$14,000
Unallocated Amounts	\$887,815
NSIP	\$223,332
Total	\$3,267,004

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

All contract amendments have been approved as to form by County Counsel. All contractors receiving OTO funds are in compliance with all Board, CAO and County Counsel requirements.

### **CONTRACTING PROCESS**

Pursuant to the FY 2004-05 contract requirements, and prior to the OTO allocations, all contractors underwent a mid-year performance evaluation. Funds were de-obligated and/or re-obligated based on contractor's level of service.

The contractors selected for funding have clearly demonstrated the capability to provide services and their performance justifies the contract amendments. All of the contractors identified for funding are in compliance with the AAA's contract requirements.

## DRAFT

The Honorable Board of Supervisors  
March \_\_, 2005  
Page 4 of 4

### Monitoring

Program monitoring of the nutrition and supportive services will be done on an annual basis and will include administrative and program monitoring to ensure contract compliance. Monitoring is accomplished through our Contract Compliance Unit. Fiscal compliance monitoring will be conducted twice a year by an approved vendor procured through the Auditor-Controller.

### IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will give CSS the appropriation authority to provide additional funding to community based contract agencies that provide nutrition and supportive services under the OAA within contract authority. Through OTO funds, the Department is able to provide contractors with additional funds for their over-performance and purchase of equipment critical for program operations that enhance services to older adults and their caregivers countywide.

Respectfully submitted,

CYNTHIA D. BANKS  
Chief Deputy Director

### Attachments (2)

c: David E. Janssen  
Raymond G. Fortner, Jr.  
J. Tyler McCauley

## **Attachment A**

### **APPROPRIATION ADJUSTMENT**

**LOS ANGELES COUNTY AREA AGENCY ON AGING  
FY 2004-05  
ONE-TIME-ONLY FUNDING RECOMMENDATIONS**

1	AltaMed Health Services Corporation	Care Management, Intake, Purchase of Services	4,7	1,4	\$106,680*
2	Alzheimer's Association of Los Angeles	Caregiver Support Services	1-8	3,4	\$4,500
3	Antelope Valley Committee on Aging	Congregate Meals, Home-Delivered Meals, Telephone Reassurance Care Management, Intake, Purchase of Services	1	5	\$84,425
4	Azusa, City of	Congregate Meals, Home-Delivered Meals, Telephone Reassurance	3	1	\$6,545
5	Behavioral Health Services, Inc.	Home Based Care Care Management, Intake, Purchase of Services	8	4	\$32,323
6	Bet Tzedek	Legal Assistance	ALL	ALL	\$67,073
7	Burbank, City of	Congregate Meals, Home Delivered Meals	2	5	\$29,141
8	Casa Maravilla	Congregate Meals, Home-Delivered Meals, Telephone Reassurance	7	1	\$33,974
9	Consulting Nutritional Services	Dietary Administrative Support Services	ALL	ALL	\$41,975
10	Culver City, City of	Congregate Meals, Home-Delivered Meals, Telephone Reassurance	5	2	\$983
11	Dickinson Community Lighted Schools	Congregate Meals, Home-Delivered Meals, Telephone Reassurance	6	2	\$26,045
13	El Monte, City of	Congregate Meals Care Management, Intake, Purchase of Services	3	1,5	\$16,440
14	ESCAPA, Chinatown	Caregiver Support Services, Home Based Care Care Management, Intake, Purchase of Services	2,3,4, 5,6,7,8	ALL	\$60,068
15	Food & Nutrition Management	Nutrition Screens, Counseling, Interventions, Training of Nutrition Providers	ALL	ALL	\$126,508*
17	Gardena, City of	Congregate Meals, Home-Delivered Meals, Telephone Reassurance, Home Based Care Care Management, Intake, Purchase of Services	8	2	\$61,175
18	Glendale, City of	Congregate Meals, Home-Delivered Meals, Telephone Reassurance Care Management, Intake, Purchase of Services	2	5	\$2,432

\* - Contract Amendment exceeds 25% of original contract amount.

## ATTACHMENT B

19	Human Services Association	Congregate Meals, Home-Delivered Meals, Telephone Reassurance, Alzheimer's Day Care Resource Center Care Management, Intake, Purchase of Services	6,7	1,2,4	\$110,426
20	Inglewood, City of	Congregate Meals, Home-Delivered Meals, Telephone Reassurance Care Management, Intake, Purchase of Services	5,8	2	\$108,074
21	Jewish Family Services of Los Angeles	Congregate Meals, Home-Delivered Meals, Telephone Reassurance Care Management, Intake, Purchase of Services	2,4,5	1,2,3,5	\$21,846
22	Just Rite Community Programs, Inc.	Home Based Care Care Management, Intake, Purchase of Services	2,6,8	2,3,4,5	\$48,552
23	Life Steps Foundation	Alzheimer's Day Care Resource Center	5,8	2	\$2,884
24	Little Tokyo	MENTORS Project (Multi-Ethnic Network for Training, Outreach, and Resources for Senior	7	1,4	\$44,669
25	LAREI	Alzheimer's Day Care Resource Center	7	1,4	\$26,050*
26	Norwalk, City of	Home Based Care	7	4	\$11,534
27	Office of Samoan Affairs	Care Management, Intake, Purchase of Services	8	2,4	\$14,566
28	Oldtimers Foundation	Congregate Meals, Home-Delivered Meals, Telephone Reassurance	6,7	1,2,4	\$72,746
29	Pasadena Hospital Association Ltd. dba Huntington Memorial Hospital/ Huntington Senior Care Network	Care Management, Intake, Purchase of Services	2,3	1,4,5	\$59,662
30	Pomona Valley Committee on Aging/CSS	Caregiver Support Services	3	1,4,5	\$38,115*
31	San Gabriel Valley YWCA	Congregate Meals, Home-Delivered Meals, Telephone Reassurance Care Management, Intake, Purchase of Services	3	1,4,5	\$110,649
32	Santa Anita Family Services	Caregiver Support Services, Home Based Care Care Management, Intake, Purchase of Services	3	1,5	\$45,020
33	Santa Clarita Valley Committee on Aging	Congregate Meals, Home-Delivered Meals, Telephone Reassurance, Alzheimer's Day Care Resource Center Care Management, Intake, Purchase of Services	1,2	3,5	\$213,454*
34	Santa Monica, City of	Congregate Meals, Home-Delivered Meals, Telephone Reassurance	5	3	\$21,810
35	South El Monte, City of	Congregate Meals, Home-Delivered Meals, Telephone Reassurance	3	1	\$6,982

\* - Contract Amendment exceeds 25% of original contract amount.

## ATTACHMENT B

36	Southeast Area Social Services Funding Authority/ SASSFA	Congregate Meals, Home-Delivered Meals, Telephone Reassurance, Caregiver Support Services, Home Based Care Care Management, Intake, Purchase of Services	7	1,4	\$62,594
37	Special Services for Groups	Caregiver Support Services Care Management, Intake, Purchase of Services	6,7,8	2,4	\$33,460*
38	USC/ Los Angeles Caregiver Resource Center	Caregiver Support Services	1,2,6,7,8	1,2,4,5	\$22,134
39	Villa Esperanza	Care Management, Intake, Purchase of Services	2,3	1,3,5	\$81,634
40	Volunteers of America	Congregate Meals, Home-Delivered Meals, Telephone Reassurance	7,8	4	\$27,427
41	West Covina, City of	Congregate Meals	3	1,4,5	\$11,321*
42	WISE Senior Services	Long-Term Care Ombudsman, Prevention of Elder Abuse, Alzheimer's Day Care Resource Center Care Management, Intake, Purchase of Services	ALL	ALL	\$95,971

\* - Contract Amendment exceeds 25% of original contract amount.

**BOARD LETTER FACT SHEET****For Agenda Date** April 12, 2005**Title of Board Letter** **ADULT PROTECTIVE SERVICES (APS) EMERGENCY  
SHELTER PROGRAM, FY 2005-06 THROUGH 2007-08  
FUNDING RECOMMENDATIONS (ALL SUPERVISORIAL  
DISTRICTS) (3-VOTES)****Background/Author:** Aging and Adult Services/Helen Brandon-Gipson

Since May 2002, CSS has contracted with Residential Care Facilities for the Elderly (RCF-Es) and Adult Residential Facilities (ARFs) to provide emergency shelter to APS clients. These contracts will expire April 30, 2005 and new contractors are needed to continue the program with minimum disruption of services to clients. To continue the State-mandated program, facilities are needed by May 1, 2005 to provide countywide services.

Delegate authority to Director of Community and Senior Services or designee to allocate \$250,000 per year to contract with to 21 emergency shelter facilities under the Adult Protective Services (APS) Emergency Shelter Program to execute contracts to continue the State-mandated program.

**Number of Participants Served Per Board Letter** - In FY 2003-04, APS placed 105 elderly and disabled adult clients who were temporarily homeless in safe shelter until more permanent housing could be arranged.

Using the State Department of Social Services, Community Care Licensing Division's mailing list, Invitations to Bid were mailed to all 4,010 licensed facilities in Los Angeles County. No bids were submitted by facilities in the First District.



## Board Letter Summary Sheet for CSS Board Deputies

<b>Name of Board Letter</b>	Adult Protective Services (APS) Emergency Shelter Program, FY 2005-06 through 2007-08 Funding Recommendations, (All Supervisorial Districts) (3-Votes)
<b>Tentative Dates:</b>  1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	Week of March 8, 2005 April 7, 2005 April 19, 2005
<b>Branch/Author</b>	Aging and Adult Services/Helen Brandon-Gipson (213) 351-5061
<b>Summary of Board Letter</b>	To approve FY 2005-06 Funding Recommendations to execute contracts to continue the APS Emergency Shelter Program. \$250,000 to be allocated annually to 21 state-licensed Adult Residential Facilities (ARFs) and Residential Care Facilities for the Elderly (RCF-Es) to provide emergency shelter services to endangered adults and elders who are Adult Protective Services (APS) clients.
<b>Dollar Amount</b>	\$250,000 per year
<b>Source of Funding</b>	Department of Public Social Services Intra-transfer Funds
<b>Strategic Plan Goal</b>	Goal 1 – Provide Service Excellence
<b>Additional Issues</b>	Invitations to Bid were sent to all 4,010 State licensed facilities in Los Angeles County. No bids were submitted by facilities in the First Supervisorial District.

Draft 3-8-05

April 12, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ADULT PROTECTIVE SERVICES (APS) EMERGENCY SHELTER PROGRAM  
FY 2005-06, 2006-07 AND 2007-08 FUNDING RECOMMENDATIONS  
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate authority to the Director of Community and Senior Services (CSS) or designee to allocate \$250,000 annually beginning FY 2005-06 through FY 2007-08 to the 21 agencies listed on Attachment I, for the provision of emergency shelter services under the Adult Protective Services (APS) Emergency Shelter Program, and to execute contracts in substantially similar form to Attachment II, after County Counsel approval, effective May 1, 2005 through April 30, 2006, with an option to extend for two (2) additional one (1) year terms subject to agency performance, availability of funds and client need. State Community Services Block Grant Title XX revenue will be used to finance 100% of the contract costs. Funding is included in the FY 2004-05 Adopted Budget and FY 2005-06 Proposed Budget.
2. Authorize the Director of CSS or designee to execute contract amendments in substantially similar form as Attachment III to increase or decrease contract amounts based on contractor performance and availability of funding, or extension of the contract period provided that: (a) the amount of change does not exceed 25 percent of the original contract amount; (b) approval of County Counsel and the Chief Administrative Office (CAO) is obtained prior to any such amendment; and (c) the Director of CSS or designee confirms in writing to the Board of Supervisors and the CAO, within 30 days after the execution of such amendments. This action assures full expenditure of funds and is consistent with the Board's policy requiring review of contractor performance.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Since May 2002, CSS has contracted with a maximum of 32 Residential Care Facilities for the Elderly (RCF-Es) and Adult Residential Facilities (ARFs) to provide emergency shelter for APS clients. These contracts will expire April 30, 2005 and new contractors are needed to continue the program with minimum disruption of services to clients. To continue this State-mandated program, 21 facilities are needed by May 1, 2005 to provide countywide services.

Clients placed in these emergency shelters are abused or neglected elders and physically or mentally disabled adults who need to be moved from their homes and provided with a safe haven until the problems in their homes can be resolved.

### **Implementation of Strategic Plan Goals**

The recommended actions support the Countywide Strategic Plan Goal of Service Excellence.

### **Performance Measures**

There are measures in place to track how clients' lives have improved as result of the services provided. In FY 2003-04, APS placed 105 elderly and disabled adult clients who were temporarily homeless in safe shelter until more permanent housing could be arranged.

### **FISCAL IMPACT/FINANCING**

The recommended funding level for the Emergency Shelter Program will not exceed \$250,000 per year. The maximum contract amount per agency listed on Attachment I is \$30,000. When total costs reach the available funds, the program will end. The facilities will be paid on an as-needed, fee-for-service basis based on the number of days the shelter is used and the number of clients placed. The recommended funding method for each facility is to allow the flexibility to provide emergency shelter services without contractual restraints.

Los Angeles County is required to meet a \$1.5 million Maintenance of Effort threshold annually for the APS program and does not require the expenditure of additional County funds. The Department of Public Social Services (DPSS) via an intrafund transfer,

provides State Community Services Block Grant Title XX funds to CSS for the total cost of the program and the funds have been included in the Department's 2004-05 *Adopted Budget* and the FY 2005-06 *Proposed Budget*.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

This program is a State-mandated program as required by the California Welfare and Institutions Code Section 15763(7)(d). The shelter facilities are located throughout Los Angeles County and are licensed by the State to provide care and supervision to elders and dependent adults. Of the selected facilities, three (3) facilities serve non-ambulatory clients, one (1) facility serves clients with dementia, and seven (7) facilities serve mentally ill clients.

Currently, there are twelve (12) facilities under contract through April 30, 2005. Additional facilities are needed to replace contracts that will not be renewed and to add shelters (21 in total) to provide countywide services in order to meet the needs of the entire targeted population. Services to clients sheltered in facilities that are continuing with the Emergency Shelter Program would be disrupted should there be a delay in renewing these contracts.

The CAO, County Counsel and DPSS have reviewed and concur with the recommended action.

### **CONTRACTING PROCESS**

CSS used a mailing list provided by the Community Care Licensing Division (CCLD) of the California State Department of Social Services to distribute Invitations to Bid to 4,010 State-licensed RCF-Es and ARFs on November 1, 2004.

The Invitation to Bid was also posted on the County's Office of Small Business website. Mandatory bidders conferences were held on November 16-17, 2004. Representatives from 48 shelter facilities attended.

Representatives from 31 facilities responded to the Invitation to Bid issued on November 1, 2004. Twenty-one (21) of the 31 facilities are being recommended for funding. Each bid was rated and scored by an independent panel. CCLD clearance was also obtained for each facility that submitted a bid to verify that the facility was in good standing with CCLD. CSS staff conducted a site visit to inspect each facility to confirm that the program's standards are met. The Minority/ Women Participation forms are on file at each facility. The facilities were selected without regard to race, creed or color.

**Monitoring**

The assigned Human Services Administrator of the APS Planning/Program Development Section will conduct program monitoring twice a year. Fiscal compliance monitoring is not required, because the facilities are paid on an as-needed, fee-for-service basis.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of the recommended action will allow CSS to continue to administer the State-mandated APS Emergency Shelter Program by contracting with State-licensed RCF-Es and ARFs. In 2004, 105 APS clients benefited from this program. CSS projects that approximately 110 APS clients will receive services in FY 2005-06.

Respectfully submitted,

Cynthia D. Banks  
Chief Deputy Director

**Attachments (3)**

C:\ My Documents\ESP - APS EMERGENCY SHELTER BOARD LETTER-

c: Chief Administrative Office  
County Counsel  
Auditor-Controller  
Department of Public Social Services

Draft 3/8/2005

**ATTACHMENT I**

**COMMUNITY AND SENIOR SERVICES  
APS EMERGENCY SHELTER PROGRAM  
FY 2005/06  
FUNDING RECOMMENDATIONS**

<b>SERVICE PROVIDER</b>	<b>SUPERVISORIAL DISTRICT</b>
Atkins Residential Care Home, Inc.	2
Bel Air Guest Home	3
Chris A. Keya Care House	2
Creative Elderly, Inc.	3
Crisp Residential Facility – Gardena	2
Crisp Residential Facility – Inglewood	2
Crisp Residential Facility – Los Angeles	2
DC Henry Assisted Living Home	2
Doris' Home of Compassion	2
JCEL Alternative Homes, Inc. (2152 W. 73 <sup>rd</sup> St)	2
JCEL Alternative Homes, Inc. (2158 W. 73 <sup>rd</sup> St.)	2
JCEL Alternative Homes, Inc. (80 <sup>th</sup> St.)	2
Johnson Center of Behavioral Change, Inc.	2
Manor House II	2
North Lake Villas, Inc.	5
Oxford Villa	2
Palace of Venice Guest Home	2
Palos Verdes Villa	4
Regent Villa Retirement Home	4
The Executive Care Home of Lancaster	5
Western-Ferndale Board & Care	3

**CSS RECEIVED NO BIDS FROM FACILITIES IN THE FIRST SUPERVISORIAL DISTRICT**

# **Board Letter Summary Sheet for CSS Board Deputies**

Name of Board Letter	Authorization to Extend the Current Contract for the ICM Program
<b>Tentative Dates:</b> 1) Coming for clearance: 2) Intended for filing: 3) On Board Agenda:	1) March 9, 2005 2) March 24, 2005 3) April 5, 2005
Branch / Author, Title	Aging and Adult Services / Janine Taylor, Community Services Analyst I
Summary of Board Letter	This Board letter will enable CSS to to extend the current contract for the Integrated Care Management Program for one year from June 30, 2005 to June 30, 2006.
Dollar Amount	\$ N/A
Source of Funding	N/A
Strategic Plan Goal	The recommended actions promote the County Strategic Plan goals of service excellence, organizational effectiveness and fiscal responsibility by providing for a network of community-based services that provide an integrated array of supportive services.
Additional Issues	N/A

# DRAFT

March \_\_, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**AUTHORIZATION TO EXTEND THE CURRENT CONTRACT FOR THE  
INTEGRATED CARE MANAGEMENT PROGRAM THROUGH  
JUNE 30, 2006  
(ALL SUPERVISORIAL DISTRICTS) (3-VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Authorize the Director of Community and Senior Services (CSS), or designee, to extend the current contract due to expire on June 30, 2005 for one year only, through June 30, 2006, and prepare FY 2005-06 contracts in conformity to the program guidelines issued under the existing RFP.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The Integrated Care Management program was implemented by Community and Senior Services / Area Agency on Aging (CSS / AAA) in 1999 as a Demonstration Project (ICMDP). The purpose of the project was to demonstrate cost-effective and cost-efficient case management services to functionally-impaired adults and older adults through the integration of multiple case management programs and their funding streams.

The ICM Program provides comprehensive, long-term services that utilize the care manager's professional skills and competence to serve and link clients with



# DRAFT

The Honorable Board of Supervisors  
March \_\_, 2005  
Page 2 of 4

a full range of appropriate services, utilizing all available informal supports and funding sources.

Care Management activities include: Intake screening, in-home assessment, care planning, service authorization/arrangement (including the ability to purchase services for the client with program funds), case monitoring, and periodic reassessment.

In 2002, during its final year of the pilot, the ICMDP was evaluated by an outside consultant. Major accomplishments were identified including the creation and implementation of a diversified funding strategy that increased funds available for care management and purchase of service by 200%, the development of a network of 24 community-based agencies with a uniform set of criteria for client eligibility, improved coordination between Adult Protective Services (APS) and community case managers, and a high level of client satisfaction. The consultant concluded that the ICMDP was in need of some revisions in terms of the funding structure, training needs for the contract service providers, streamlining of paperwork and the need for measurable outcomes and quality improvement.

The recommended actions will allow CSS to continue the administration of ICM program services in FY 2005-06. CSS has requisitioned the Internal Services Department (ISD) to issue a Request for Proposal (RFP) for the procurement of a consultant to fully redesign the ICM program for significant improvements, including the provision of quality assurance. These program changes are significant and necessary, and will require substantial time for development and departmental review. This will result in the delay of the release of the RFP and the entire solicitation process and contracts to successful bidders. The Department anticipates releasing the RFP for FY 2006-07 service contracts in the second quarter of FY 2005-06.

A one-year time extension only of the existing RFP is necessary to ensure the continuation and seamless delivery of ICM services in FY 2005-06.

## Implementation of Strategic Plan Goal

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence, Organizational Effectiveness, and Fiscal Responsibility by providing for a network of community-based agencies that provide an integrated array of supportive services. The services are available to functionally-impaired and frail County residents to prevent or delay premature institutionalization.

**PRELIMINARY FY 2005-06 Out-of-School Funding Allocations for WIA Youth Program**

## **TOPICS FOR DISCUSSION**

- **WIA BUDGET (FY 2003-04 Carryover and FY 2005-06 Program Funds)**
- **Centralized Contracts Division – Contracting Policy – Attachment**
- **Older Americans Act of 1965 as Amended Reauthorization**
- **Forensic Center – Attachment**
- **WIA Reauthorization**



# **DRAFT**

## **LOS ANGELES COUNTY**

### **COMMUNITY AND SENIOR SERVICES DIRECTIVE**

**NUMBER: CSS-D- 04/05-02      SUBJECT: Contract Execution Requirements**

**DATE: 1/24/05      EFFECTIVE DATE: Program Year 2005-06      PAGE 1 of 2**

**TO: All Community and Senior Services (CSS) Contractors**

The purpose of this directive is to notify agencies contracting with the County (i.e., receiving funds through a contractual relationship approved by the Board of Supervisors), through CSS, of applicable requirements for execution of County contracts that will impact the execution of contracts for Program Year 2005-06 (if applicable).

Effective immediately, all contracts must be executed by an agency prior to submission of funding recommendations to the Executive Officer-Clerk of the Board of Supervisors for placement on an agenda of the County Board of Supervisors (Board) for consideration and approval. For purposes of this directive, an executed contract must be signed by an authorized agency representative and include all relevant and completed contract exhibits (e.g., standard terms and conditions, statement(s) of work, budget, performance matrices, and supplemental documents such as insurance certificates, cost allocation plan, contract certifications, etc.). The contract exhibits/documents/ must be reviewed and approved by CSS staff on or before the date of submission to the Executive Office/Clerk of the Board.

In order to facilitate processing of proposed contracts, CSS staff will provide involved agencies with contract packets, inclusive of all required contract documents and corresponding instructions at least 8 weeks before the funding recommendations are filed with the Executive Officer-Clerk of the Board; provided however, that a shorter timeframe consistent with related solicitation processes may be established by CSS. For example, if a contract operates based on a funding cycle of July to June of any given program year, CSS staff will notify agencies at the beginning of March of the program year prior to the next years funding cycle.

Failure on the part of an agency to ensure that the documents included in its contract packet are submitted to CSS for review and approval prior to the date of submission of funding recommendations to the Executive Officer-Clerk of the Board may be deemed a withdrawal of the agency's proposal to be funded and/or rejection of the agency's recommended allocation of funding, and therefore may result in reallocation of funds previously recommended for allocation to the agency to another entity or service provider.

**EXCEPT AS EXPRESSLY AUTHORIZED IN WRITING, NO CLAIM SHALL BE FILED AGAINST THE COUNTY OR CSS FOR PAYMENT OF ANY MONEY OR REIMBURSEMENT OF ANY KIND WHATSOEVER, FOR ANY SERVICE PROVIDED PRIOR TO THE TIME A CONTRACT IS EXECUTED BY THE AGENCY AND THE COUNTY. SERVICES PROVIDED WITHOUT AN EXECUTED CONTRACT SHALL BE DEEMED TO BE A GRATUITOUS EFFORT ON THE PART OF THE AGENCY. TO THE EXTENT AN AGENCY RECEIVES PAYMENT FOR SERVICES RENDERED IN THE ABSENCE OF AN EXECUTED CONTRACT, THE AGENCY SHALL IMMEDIATELY REPAY ALL SUCH FUNDS TO THE COUNTY. PAYMENT BY THE COUNTY FOR SERVICES PROVIDED WITHOUT AN EXECUTED CONTRACT SHALL NOT CONSTITUTE A WAIVER OF THE COUNTY'S RIGHT TO RECOVER SUCH PAYMENT FROM THE AGENCY.**

This directive has been issued to ensure that all parties contracting with the County, through CSS, are aware of relevant contracting requirements. CSS staff will work closely with your agency to ensure that the requirements are met.

If you have any questions regarding the contents of the attached directive, please contact Ms. Jackie Lynn Sakane at (213) 739-7321.

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**Cynthia D. Banks**  
Chief Deputy Director

02/10/05



CYNTHIA D. BANKS  
Chief Deputy Director

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## COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

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3175 WEST SIXTH STREET • LOS ANGELES, CA 90020-1708 • (213) 738-2600 (213) 385-3893 FAX

*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE B. BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

February 2, 2005

To: Supervisor Gloria Molina, Chair  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: Cynthia D. Banks   
Chief Deputy Director

Subject: **ELDER ABUSE FORENSIC CENTER**

The following is an update on the subject feasibility study requested by the Board at its meeting of May 20, 2003.

On November 12, 2003, Community and Senior Services (CSS) submitted a proposal to the Board recommending the development of a community-based forensic center to be operated out of Adult Protective Services (APS) Headquarters (Attachment 1). At that time, we indicated that additional funding would be required to establish and operate the Center and that we would seek such funding and report back to the Board in six months.

On January 8, 2004, we filed an application for a Productivity and Investment Fund (PIF) Grant to fund the Center for the first year (Attachment 2). Instead, we were awarded a PIF grant of up to \$30,000 to hire a grant writer to seek additional funding to cover operating expenses. At that time, we began working with the Internal Services Department to develop a Request for Quotes for the grant writer.

It subsequently came to our attention that representatives from the Department of Health Services—specifically LAC+USC Medical Center—and the District Attorney's (DA) office met with Board Deputies and expressed an interest in the DA overseeing the coordination of a *hospital*-based forensic center on the condition that no additional cost is incurred by the DA. CSS then contacted Elizabeth Ratinoff, the designated liaison with the DA's office, in May 2004. Ms. Ratinoff's role was to evaluate the role of the DA with the Forensic Center.

In January 2005, Ms. Ratinoff informed me that the DA has decided not to pursue taking the lead in coordinating/operating the Forensic Center pilot project but that LAC+USC is very interested in assuming this responsibility. Dr. Astrid Heger, who oversees the Violence Intervention Program (VIP) at LAC+USC, has taken preliminary steps toward seeking funding from the Archstone Foundation. One component of the VIP is the Adult Protection Team (APT), an Adult Protective Services-funded program whose staff would operate the Center.

I will move forward to transfer this project to LAC+USC on March 1, 2005, unless I hear otherwise from you. Should you have questions or need additional information, please contact me at (213) 637-0798.

CDB/MMF/PS/se

Attachments: 2

c: Board Deputies  
Elizabeth Ratinoff



**ROBERT RYANS**  
Director

**COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY**

**BOARD OF SUPERVISORS**

**GLORIA MOLINA  
YVONNE BRATHWAITE BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH**

**January 8, 2004**

**Ms. Marian Hall, Chair  
Productivity Investment Board  
Quality and Productivity Commission  
c/o Executive Office of the Board of Supervisors  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012**

**Re: PIF GRANT PROPOSAL/FORENSIC CENTER – ELDER/DEPENDENT ADULT ABUSE**

**Dear Ms. Hall:**

**Enclosed is our proposal for a grant to fund the development of a Los Angeles County Forensic Center, dedicated to strengthening the county's response to crimes committed against elders and dependent adults.**

**SUMMARY OF PROJECT**

**A detailed summary of the project can be found in the enclosed copy of the November 12, 2003 memo to the Board of Supervisors (Attachment A) discussing the feasibility of establishing a Forensic Center.**

**The Forensic Center would improve communication and coordination between those County agencies responsible for the investigation of crimes against elders and dependent adults. The core participants would be staff from Adult Protective Services (APS), Long-Term Care Ombudsman, Los Angeles Sheriff's Department, Los Angeles Police Department (LAPD), Department of Health Services (DHS), Department of Mental Health (DMH), District Attorney's Office and City Attorney's Office.**

**Representatives from the core agencies would meet regularly to review APS cases and strategize for the protection of the victims. Other agencies and practitioners would be brought in to consult on specific cases, as needed.**

**The Center participants would discuss the case with all involved parties, provide consultation and develop strategies for follow-up action. A decision would then be made as to whether or not there is a prosecutable crime. If so, the case would be referred for prosecution; if not, the case would be referred for community services. This process is illustrated in the enclosed flow chart (Attachment 1).**

**1/8/2004**

**3175 WEST SIXTH STREET • LOS ANGELES, CA • 90020-1708 (213) 738-2600 (213) 385-3893 FACSIMILE**



**PIF GRANT PROPOSAL/FORENSIC CENTER – ELDER/DEPENDENT ADULT ABUSE**  
**Page 2**

**FUNDING REQUESTED**

The grant amount requested is \$203,283, the estimated costs for the first 12 months of operation, as detailed in the enclosed budget analysis (Attachment 2).

This proposal was not discussed at the time of budget preparations because, as noted in the above-referenced memo to the Board, we agreed to seek outside funding to establish the Center.

**ENHANCED PRODUCTIVITY**

The Forensic Center would enhance productivity for Los Angeles County by:

- ◆ Improving the services delivery system by providing an innovative approach to the identification, treatment and prevention of elder and dependent adult abuse;
- ◆ Increasing prosecution of offenders by intensifying investigations;
- ◆ Building a strong collaboration between several County departments, as well as other public and private agencies;
- ◆ Increasing the forensic knowledge on the part of the professionals trained by the Center; and
- ◆ Developing a comprehensive data collection system on elder/dependent adult abuse cases.

Should you have any questions about this grant application, please call me at 213/738-2617 or Cynthia Banks, Chief Deputy, at 213/637-0798.

Very truly yours,

**ROBERT RYANS, Director**

RR:dn

c: Cynthia Banks

Enclosures

**County of Los Angeles # Quality and Productivity Commission  
PRODUCTIVITY INVESTMENT FUND PROPOSAL**

Department	Date
Community and Senior Services	1-7-04

Project Name
ELDER ABUSE FORENSIC CENTER

<p>Summary Description of Project (Describe project, e.g., new or replacement equipment, additional staff, etc.)</p> <p>Establishment of a Forensic Center to improve communication and coordination between the county agencies responsible for investigating crimes against elders and dependent adults, with the goal of increasing the prosecution of offenders. Part of the Center's dedication to the goal of combating elder and dependent adult abuse would be the development of a training program geared initially toward health care providers, and eventually expanded to include social workers and other first responders.</p> <p>The Center would be community-based at Adult Protective Services (APS) headquarters. The core participants would be: APS, Long-Term Care Ombudsman, Los Angeles Sheriff's Department, Los Angeles Police Department (LAPD), Department of Health Services (DHS), Department of Mental Health (DMH), Los Angeles District Attorney, and Los Angeles City Attorney.</p>
--

<p>Summary of benefits to be achieved (i.e., revenue increase, service enhancement, future cost avoidance, cost savings, etc.)</p> <p>Key benefits are as follows:</p> <ol style="list-style-type: none"> <li>1. Increase in the number of felony and misdemeanor filings on crimes against elders and dependent adults;</li> <li>2. Increase in the forensic knowledge on the part of the professionals trained by the Center;</li> <li>3. Development of a comprehensive data collection system on elder abuse cases.</li> </ol>
--

If this is an Information Technology project, is IT form attached?  — Yes    — No    X N/A	If loan, indicate repayment period (3 year maximum without special approval).	Amount Requested:		
		Loan	Grant	Total
			X	\$203,283

Cost Analysis Summary. Attach detail for A and B, including staff, equipment, supplies, etc.				
	Implementation Period	Project Year 1	Project Year 2	Project Year 3
A. Annual Cost Of Current Process:				
B. Estimated Annual Cost Of Proposal:		\$203,283	\$233,068	
C. Savings (B-A)				

<p>Funds Flow Summary: Indicate the amount of funds needed during the project implementation by period (i.e., quarter, subsequent year(s), etc.)</p> <p>See attached cost analysis: reflects gradual increase of costs – serving 15 clients initially, increasing to 60 clients by the 4<sup>th</sup> quarter.</p>
--

Productivity Manager (Print and Sign)	Project Manager (Print and Sign):
Telephone Number	PAMELA V. SMITH <i>Pamela V. Smith</i> Telephone Number (213) 758-2628
Department Head (Print and Sign)	Budget/Finance Manager (Print and Sign)
Telephone Number	Telephone Number

**County of Los Angeles # Quality and Productivity Commission  
PRODUCTIVITY INVESTMENT FUND PROPOSAL**

1. Has this proposal been submitted before for a Productivity Investment Fund loan or Innovation Grant? Yes \_\_\_\_\_ No X  
If so, when (date)? \_\_\_\_\_
2. Was this proposal included in the department's current budget request?  
Yes \_\_\_\_\_ No X If not, why not? This proposal was not included in the department's current budget request because we agreed to seek outside funding.
3. How much of this proposal is for a loan and how much for grant funding?  
Loan \$ \_\_\_\_\_ Grant \$ 203,283 Total \$ 203,283
4. How many years will it take for the loan to be paid back (3 years maximum without special approval)? N/A
5. When will the funds be needed? Please indicate by Fiscal Years and Quarters:  
2001-2002 \_\_\_\_\_ 2002-2003 \_\_\_\_\_  
2003-2004 \_\_\_\_\_ 2004-2005 all quarters
6. Where will the funds come from to repay the loan?  
Hard dollar savings \_\_\_\_\_ Cost Avoidance \_\_\_\_\_  
Revenue generation \_\_\_\_\_ Other (please explain below) \_\_\_\_\_  
N/A
7. If this is a grant, does it reduce net County cost? NO

8. Does this proposal provide technology transferability to other departments? NO
9. Does this proposal eliminate a function? NO
10. Does this proposal enhance the County image and/or provide an innovative service? YES – The Los Angeles County Forensic Center would provide an innovative approach to increase identification of elder/dependent adult abuse, improve treatment of the victims, and raise the number of prosecutions of the perpetrators.
11. Does this proposal promote interdepartmental cooperation? YES – The Forensic Center would be a major collaborative effort between numerous county and other public and private agencies, including but not limited to: Los Angeles County Sheriff's Department, Los Angeles Police Department, District Attorney, City Attorney, Department of Health Services, and Department of Mental Health.
12. Does this proposal provide a group incentive model program? YES – the Forensic Center could be replicated by other counties, states, and countries.
13. Has this proposal gone through a pilot? NO
14. From where did the original idea for this project come? On May 20, 2003, the Board of Supervisors directed the Department of Community and Senior Services (CSS) to report on the feasibility of developing a Forensic Center similar to the one recently developed in Orange County.

**Note:** Information should be provided via this document or the proposal.

**County of Los Angeles # Quality and Productivity Commission  
PRODUCTIVITY INVESTMENT FUND PROPOSAL**

**IMPLEMENTATION PLAN**

<b>(Major steps in the project development)</b>	<b>(Estimated date for each project step)</b>	<b>(Amount and which quarter funds will be needed)</b>	<b>(Amount and which quarter funds will be repaid)</b>
1. Hire and train project coordinator and clerical support staff.	July 2004	\$27,771 – 1 <sup>st</sup> quarter	N/A
2. Purchase video equipment, conference speakerphone, and office supplies.	July 2004	\$4,400 – 1 <sup>st</sup> quarter	N/A
3. Advertise project	July 2004	\$1,800 – 1 <sup>st</sup> quarter	N/A
4. Convene core participants to review referrals	September 2004	Ø	N/A
5. Convene additional agencies/practitioners to commence interventions	September 2004	\$29,745 – 1st quarter	N/A



ROBERT RYANS  
Director

**COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY**

Attachment A  
Page 1 of 3

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE BRATHWAITE BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

November 12, 2003

TO: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: Robert Ryans, Director *MR*

SUBJECT: ELDER ABUSE FORENSIC CENTER

The following is a summary of the subject feasibility study requested by the Board at the May 20, 2003, meeting.

**BACKGROUND**

On May 20, 2003, the Board directed the Department of Community and Senior Services (CSS) to collaborate with the District Attorney's Office and the Sheriff's Department and report back to the Board, within 90 days, on the feasibility of establishing a forensic center in Los Angeles County. The purpose of the center would be to improve communication and coordination between the County agencies responsible for investigating crimes against elders and dependent adults.

In response to the Board's motion, CSS met several times with representatives from the affected agencies. The consensus was that a forensic center would enable the County to provide more effective interventions for elder and dependent adult abuse victims; however, we needed additional time to define the details of the project. On August 20, 2003, therefore, we requested and received a 45-day extension. Due to the continuing need to coordinate responses from all affected parties, on October 22, 2003, we requested an additional extension to November 24, 2003.

**PROGRAM DESCRIPTION**

Our concept is a community-based forensic center operated out of Adult Protective Services (APS) Headquarters. We believe this approach would be the most successful as it is patterned after the APS-based forensic center operating successfully in Orange County.

**Team Participants**

The core participants of the forensic center would be staff from: APS, the Long-Term Care Ombudsman, Los Angeles Sheriff's Department, Los Angeles Police Department (LAPD), Department of Health Services (DHS), Department of Mental Health (DMH), Los Angeles District Attorney, and the Los Angeles City Attorney.

Other agencies and practitioners would be brought in to consult on specific cases. These would include: the Office of the Public Guardian, the Victim-Witness Assistance Program, a Forensic Neuropsychologist, the Chief Medical Examiner/Coroner, local law enforcement jurisdictions, and the Department of Consumer Affairs, as needed.

### Referral and Review Process

Elder and dependent adult abuse victims would be referred to the center by any one of the core participants. In most instances, due to mandatory reporting laws, abuse/neglect cases referred to the center would have already come to the attention of APS, the Ombudsman, or law enforcement. Since the majority of cases processed at the center would be APS cases, the center would operate out of APS Headquarters, 3333 Wishire Boulevard, Los Angeles.

Additional reasons for the center to be permanently housed at APS Headquarters include: the coordinator of the center would be an APS staff person at the level of Social Services Supervisor (SSS) with an Intermediate Typist Clerk (ITC) for clerical support; duplicating and other office equipment is readily available, eliminating the need to purchase it; the conference rooms provide ample space to accommodate the core participants plus all additional case-specific personnel; and ample validated parking is available.

Representatives from the core agencies would initially meet twice monthly—and more often as the volume of cases increases—to review cases and strategize for the protection of the victims. Between meetings, there would be on-going telephone and e-mail communication, as needed. Should urgent client situations arise that could not safely wait for the next scheduled center meeting, additional meetings would be convened.

When brought to their attention, the center participants would discuss the case with all involved parties, provide consultation, and develop strategies for follow-up action. A decision would then be made as to whether or not there is a prosecutable crime. If so, the case would be referred for prosecution; if not, the case would be referred for community services. This process is illustrated in the attached flow chart (Attachment 1).

### Training

Another component of the forensic center would be a training program geared initially toward health care providers. This would be a Countywide effort focusing on how to perform a forensic medical examination and would include both in-person instruction and a training video. Resources permitting, additional training concentrating on forensic interviewing techniques would be developed for social workers and other first responders.

### Data Collection

A comprehensive data collection system would be developed to capture statistics on: the number of cases referred to the center, the number of cases referred by the center for prosecution, the number of felony and misdemeanor filings, the number of felony and misdemeanor convictions and the sentences imposed, and the number of clients whose situations were improved when no criminal charges were filed.

## PERFORMANCE MEASURES

To assess the effectiveness of the forensic center, we would evaluate the following:

1. The increase in the number of felony and misdemeanor filings on elder and dependent adults;
2. The increase in the number of elder and dependent adult abuse convictions; and
3. The increase in the forensic knowledge on the part of the professionals trained by the center, as measured by pre and post tests.

## FUNDING

Additional funding would be required to support a forensic center. A number of potential funding sources have been identified and include the Los Angeles County Productivity Investment Fund (PIF) and the Archstone Foundation. Another option is to apply for a PIF grant to fund the writing of proposals for grants from outside agencies.

Attached is an analysis of estimated costs (Attachment 2) for the first 12 months of operation. The first quarter proposed costs are based on provision of services for 15 clients. These costs gradually increase to the fourth quarter when we expect to serve 60 clients or approximately 20 per month. These figures are based on (1) the number of clients that would have been referred to the center by LAC+USC Hospital if the center were already established and (2) the volume of cases currently being referred to the Orange County Forensic Center. The total proposed budget for the first year is \$203,283.00 and does not include training costs. Also attached is an analysis of estimated costs (Attachment 3) for the second year.

## SUMMARY

In summary, we believe that a forensic center in Los Angeles County would further strengthen communication among County agencies responsible for investigating crimes against elders and dependent adults. Additional funding, however, would be required to establish and operate the team. I have asked staff to pursue the establishment of a forensic center by seeking funding through one or more of the options cited above and report to the Board in six months on our success in obtaining such funding. We anticipate that the project would begin within six to twelve months of obtaining the adequate funds.

Should you have questions or need additional information, please call me or Cynthia Banks, Chief Deputy, at (213) 837-0798.

RR:dn

Attachments: 3

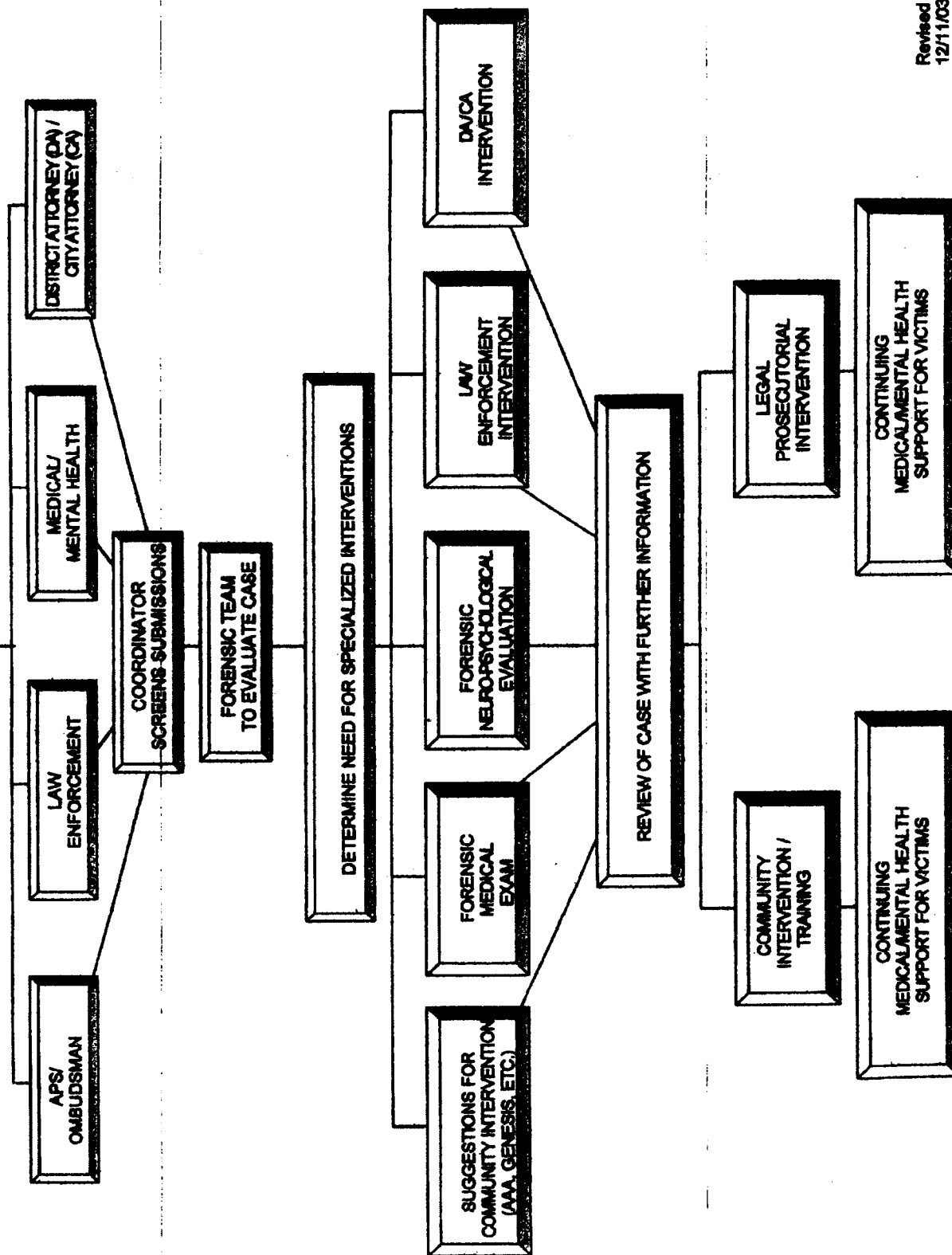
c: Cynthia D. Banks  
John Coyle



# FORENSIC TEAM – CASE PROCESS

Attachment 1

## CORE PARTICIPANTS



Revised  
12/11/03

## PROPOSED LOS ANGELES COUNTY ELDER ABUSE FORENSIC TEAM

## ESTIMATED COST ANALYSIS

		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
	FTE													
1. Intermediate Typist Clerk (ITC)**	1.0	2,548	2,548	2,548	2,548	2,548	2,548	2,548	2,548	2,548	2,548	2,548	2,548	\$30,576
2. Social Services Supervisor (SSS)*	1.0	4,845	4,845	4,845	4,845	4,845	4,845	4,845	4,845	4,845	4,845	4,845	4,845	\$58,140
Subtotal	2.0	\$ 7,393	\$ 7,393	\$ 7,393	\$ 7,393	\$ 7,393	\$ 7,393	\$ 7,393	\$ 7,393	\$ 7,393	\$ 7,393	\$ 7,393	\$ 7,393	\$88,716
3. Benefits @ 28.7%		2,084	2,084	2,084	2,084	2,084	2,084	2,084	2,084	2,084	2,084	2,084	2,084	\$25,172
Subtotal	2.0	\$ 9,477	\$ 9,477	\$ 9,477	\$ 9,477	\$ 9,477	\$ 9,477	\$ 9,477	\$ 9,477	\$ 9,477	\$ 9,477	\$ 9,477	\$ 9,477	\$113,888
4. Forensic Neuropsychologist	0.2	3,040	3,040	3,040	3,040	3,040	3,040	3,040	3,040	3,040	3,040	3,040	3,040	\$36,480
5. Transcriber***	0.3	675	675	675	675	675	675	675	675	675	675	675	675	\$8,100
Subtotal	0.5	\$ 3,715	\$ 3,715	\$ 3,715	\$ 3,715	\$ 3,715	\$ 3,715	\$ 3,715	\$ 3,715	\$ 3,715	\$ 3,715	\$ 3,715	\$ 3,715	\$44,580
6. Videography Equipment		3,000												\$3,000
7. Conference Speaker Phone		500												\$500
Subtotal		\$ 3,500												\$3,500
8. Assessment Tools/Forms		450	450	450	450	450	450	450	450	450	450	450	450	\$5,400
9. Office Supplies		300	300	300	300	300	300	300	300	300	300	300	300	\$3,600
10. Travel/Mileage/Per diem		150	150	150	150	150	150	150	150	150	150	150	150	\$1,800
Subtotal		\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$10,800
<b>GRAND TOTAL</b>														<b>\$192,468</b>

\* This position would serve as the project coordinator

\*\* This position would provide clerical services to support the coordinator

\*\*\* This position would provide transcription services to support the neuropsychologist

## PROPOSED LOS ANGELES COUNTY ELDER ABUSE FORENSIC TEAM

## ESTIMATED COST ANALYSIS FOR SECOND YEAR

		Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	TOTAL
	FTE													
1. Intermediate Typist Clerk (ITC)*	1.0	2,548	2,548	2,548	2,548	2,548	2,548	2,548	2,548	2,548	2,548	2,548	2,548	\$30,576
2. Social Services Supervisor (SSS)*	1.0	4,846	4,846	4,846	4,846	4,846	4,846	4,846	4,846	4,846	4,846	4,846	4,846	\$58,152
Subtotal	2.0	\$ 7,394	\$ 7,394	\$ 7,394	\$ 7,394	\$ 7,394	\$ 7,394	\$ 7,394	\$ 7,394	\$ 7,394	\$ 7,394	\$ 7,394	\$ 7,394	\$88,728
3. Benefits @ 28.7%		2,084	2,084	2,084	2,084	2,084	2,084	2,084	2,084	2,084	2,084	2,084	2,084	\$25,072
Subtotal	2.0	\$ 9,478	\$ 9,478	\$ 9,478	\$ 9,478	\$ 9,478	\$ 9,478	\$ 9,478	\$ 9,478	\$ 9,478	\$ 9,478	\$ 9,478	\$ 9,478	\$113,800
4. Forensic Neuropsychologist*	0.2	7,581	7,581	7,581	7,581	7,581	7,581	7,581	7,581	7,581	7,581	7,581	7,581	\$90,972
5. Transcriber*	0.3	1,884	1,884	1,884	1,884	1,884	1,884	1,884	1,884	1,884	1,884	1,884	1,884	\$22,608
Subtotal	0.5	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$ 9,465	\$113,580
6. Forensic Interviewer*	1.0	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	\$216,000
7. Forensic Interviewer*	1.0	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	18,000	\$216,000
8. Assessment Tools/Forms	450		450	450	450	450	450	450	450	450	450	450	450	\$6,400
9. Office Supplies	300		300	300	300	300	300	300	300	300	300	300	300	\$3,600
10. Travel/Mileage/Parking	150		150	150	150	150	150	150	150	150	150	150	150	\$1,800
Subtotal		\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$ 600	\$7,200
GRAND TOTAL														\$1,000,000

\* These salaries would need to be adjusted upward based on whatever raises are in place at that time

## **OTHER MATTERS**

- **Mediation Week – March 21 –25, 2005**
- **Older Americans Recognition Day, May 25, 2005**  
**Call for Honorees**



CYNTHIA D. BANKS  
Chief Deputy Director

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COMMUNITY AND SENIOR SERVICES  
OF LOS ANGELES COUNTY

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*"To Enrich Lives Through Effective And Caring Service"*

BOARD OF SUPERVISORS

GLORIA MOLINA  
YVONNE B. BURKE  
ZEV YAROSLAVSKY  
DON KNABE  
MICHAEL D. ANTONOVICH

TO: Supervisor Don Knabe  
Fourth Supervisorial District

FROM: Cynthia D. Banks, Chief Deputy Director

SUBJECT: **MEDIATION WEEK - MARCH 20-26, 2005**

As discussed with Linda Tarnoff of your staff, we are submitting the attached motion and language for a five-signature scroll, declaring the week of March 20-26, 2005 as Mediation Week at the March 22, 2005 Board Meeting.

Please let me know if you have any questions or your staff may contact Ester G. Soriano, Manager, Dispute Resolution Program Grants Administration, at (213) 738-2621 or Helen Kim, DRP Program Specialist, at (213) 351-8961.

Attachment

c: Linda Tarnoff, Deputy

**MOTION BY SUPERVISOR KNABE:**

In 1988, Los Angeles County became the first County in the State to fund local dispute resolution programs under the California Dispute Resolution Programs Act. These programs have become a valuable service to the public and the courts by providing an alternative means for settling disputes outside of the traditional judge and jury system. Last year, the nine non-profit organizations and six public entities assisted more than 53,915 residents, businesses, and organizations in resolving 10,138 disputes. I encourage all County Departments, residents, municipalities, businesses, and organizations to utilize these mediation services as an alternative to formal court proceedings and as a peaceful method to resolving disputes.

**I, THEREFORE, MOVE THAT THE BOARD:**

1. Declare the week of March 20-26, 2005 as Mediation Week in Los Angeles County; and
2. Commend the non-profit organizations and public entity dispute resolution program service providers, volunteers, and staff for their part and participation in the program; and
3. Encourage all County Departments to utilize the process of mediation and other dispute resolution services to resolve department and public disputes.

**ADOPT**

MOLINA \_\_\_\_\_

BURKE \_\_\_\_\_

YAROSLAVSKY \_\_\_\_\_

KNABE \_\_\_\_\_

ANTONOVICH \_\_\_\_\_

# **MEDIATION WEEK**

**March 20-26, 2005**

Whereas, the California State Legislature adopted the Dispute Resolution Programs Act of 1986, establishing a uniform system to provide grants to local public and private non-profit organizations to provide alternative dispute resolution services; and

Whereas, the Los Angeles County Board of Supervisors, on December 23, 1986 approved participation in the Dispute Resolution Programs Act as a better way to resolve many disputes and to provide citizens, businesses, and organizations throughout the County with alternatives to the formal judge and jury system for resolving disputes; and

Whereas, the fifteen dispute resolution program non-profit organizations and public entity programs helped more than 53,915 County residents, businesses, and organizations resolve more than 10,138 disputes.

Now, therefore, be it resolved that the Board of Supervisors of the County of Los Angeles, joining the State of California, hereby proclaims March 20-26, 2005 "MEDIATION WEEK" throughout the County and encourages all County Departments, where feasible, to utilize the process of mediation to resolve public disputes and that the Dispute Resolution programs, volunteers, and staff are hereby highly commended for their support of the program and for encouraging and promoting dispute resolution services as an effective and long term resolution of disputes.

**Adopted by order of the Board of Supervisors of the  
County of Los Angeles, State of California**

**Chairman of the Board  
Supervisor First District**

**Supervisor, Second District**

**Supervisor, Third District**

**Supervisor, Fourth District**

**Supervisor, Fifth District**

Requested Number	<b>2005 Mediation Week Honorees</b>
<b>Two (2)</b> 5 signature scroll	<b><u>OUTSTANDING CASE AWARD</u></b>  <b>“Dental Malpractice – Brings A Smile To Your Face”</b> Julie Renner Mediator Los Angeles County Department of Consumer Affairs, Dispute Settlement Services
<b>Three (3)</b> 5 signature scroll	<b><u>OUTSTANDING CASE AWARD</u></b>  <b>“Brawn VS Brains”... You Got the Brawn, I got the Brains”</b> Sara Campos & Monica Ruvalcaba Gerken Mediators Loyola Law School, The Center for Conflict Resolution
<b>Seven (7)</b> Certificates	<b><u>OUTSTANDING CASE AWARD HONORABLE MENTION</u></b>  <b>“Dialogue: Students, Law Enforcement, Community &amp; Safe Schools - Foshay Learning Center”</b> Renata Valree, Rose Ash, Cian Mitsunaga, Laska Mims, Lanette Trimnell, & Pluscedia Williams Facilitators Office of the Los Angeles City Attorney, Dispute Resolution Program
<b>Two (2)</b> 5 signature scroll	<b><u>WILLIAM C. HOBBS AWARD-OUTSTANDING ADULT VOLUNTEER</u></b> <b>Dana Emerson</b> Centinela Youth Services/City of Hawthorne
<b>Two (2)</b> 5 signature scroll	<b><u>OUTSTANDING YOUTH VOLUNTEER AWARD</u></b> <b>Adrian Joseph “AJ” Santos</b> Carnegie Middle School, Carson, California Los Angeles County Bar Association, Dispute Resolution Services, Inc.
<b>Two (2)</b> 5 signature scroll	<b><u>OUTSTANDING PROGRAM STAFF AWARD</u></b> <b>Eric Stephens</b> Centinela Youth Services/City of Hawthorne



February 22, 2005

Dear

The Los Angeles County Commission on Aging is calling for nominations of older Americans to participate in the 40<sup>th</sup> Annual Older Americans Recognition Day (OARD) Awards Program.

For the past 39 years, the President, the Governor and the Los Angeles County Board of Supervisors have designated the month of May as Older Americans Recognition Month. We hope that your city will continue this tradition of participation at the local level.

The OARD Awards Ceremony will be held on **Wednesday, May 25, 2005** at the **Beverly Hilton Hotel in the International Ballroom** from 10:30 a.m. to 1:30 p.m. This year's theme is: **"Celebrate Long-Term Living."** At this ceremony, the honorees will be recognized for their dedication to community service in your city by the Los Angeles County Board of Supervisors.

We invite you to select a nominee that exemplifies the true spirit of volunteerism and we look forward to your participation. Please complete and submit the enclosed OARD Nomination Form by Friday, March 25, 2005.

If you have any questions or need additional information, please contact Ms. Gwen Johnson, Acting Project Supervisor at (213) 738-2682 or email [gjohnson@css.co.la.ca.us](mailto:gjohnson@css.co.la.ca.us)

Sincerely,

Bernard Weintraub, President  
Los Angeles County Commission on Aging

gj

Enclosure: OARD Nomination Form

# OLDER AMERICANS RECOGNITION DAY (OARD) NOMINATION OF HONOREE FORM

NAME OF NOMINEE: \_\_\_\_\_  
First M.I. Last

ADDRESS: \_\_\_\_\_

City

State

Zip Code

PHONE: (\_\_\_\_) \_\_\_\_\_ and/or (\_\_\_\_) \_\_\_\_\_  
Work (Include Area Code) Home (Include Area Code)

Age of Nominee at Filing Date:

(Name of contact person and organization submitting the nomination)

Name of Contact: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Or

Municipality (Name of City): \_\_\_\_\_

Address: \_\_\_\_\_

City

State

Zip Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Supervisory District: 1 2 3 4 5**  
(Please Circle Appropriate District.)

Please complete both sides of this form and mail, Fax or email to the following as listed below.

**Mail to:** Community and Senior Services  
Los Angeles County Commission on Aging  
**Attention: Ms. Gwen Johnson, Acting Project Supervisor**  
3333 Wilshire Blvd., Suite 400  
Los Angeles, CA 90010

**Fax to:** (213) 639-0947, or

**Email to:** gjohnson@css.co.la.ca.us

**ABSOLUTE SUBMISSION DEADLINE: FRIDAY, MARCH 25, 2005**

(This is a 2-Sided Document)

## OLDER AMERICANS RECOGNITION DAY

### NOMINEE BIOGRAPHICAL STATEMENT

***Submission Deadline: FRIDAY, March 25, 2005***

Please state your reasons, ***in no more than two paragraphs***, for nominating the person as an OARD Honoree (i.e., ways that the person has contributed to bettering of the overall community through volunteer service). ***Resumes are not acceptable.*** PLEASE TYPE. This information will be printed in a Souvenir Program and distributed at the Older Americans Recognition Day Awards Program, Wednesday, May 25, 2005.

Name of Nominee: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print or type)